

U.S. NAVAL SECURITY GROUP ACTIVITY SABANA SECA  
RPO MIAMI 34053



NSGASSINST 3400.1D  
01:DLP

19 JAN 1963

NAVSECGRUACT SABANA SECA INSTRUCTION 3400.1D

From: Commanding Officer

Subj: U. S. Naval Security Group Activity Sabana Seca Puerto Rico  
Organization and Regulations Manual

1. Purpose. To provide Command personnel with a ready source of information concerning their duties, responsibilities and authority in administering and operating the Command.

2. Cancellation. NAVSECGRUACTINST 3400.1C.

3. Scope

a. This Manual is the basic organizational and regulatory directive of the Command. The functional guides included in the chapter on Administrative Organization constitute the formal delegation of responsibility and authority by the Commanding Officer to subordinate members of the command. However, the functional guides shall in no way be construed as restricting the initiative or discouraging the resourcefulness of the individuals concerned.

b. Nothing in this Manual shall be construed as contravening or superseding U. S. Navy Regulations or other directives of the Navy Department.

4. Objectives. The following are the principal objectives of this instruction:

a. To provide, by means of organizational charts or functional guides, a comprehensive and clearly defined presentation of this Command's organizational structure.

b. To set forth explicitly the duties, responsibilities, limits of authority and organizational relationships of key members in the Command's organization.

c. To set forth the principal regulations governing individual conduct in the Command.

5. Station Regulations. In addition to designated sections of this Manual, certain activity directives are promulgated separately. They shall be maintained in accordance with the Navy Directives System by each Department and Division of the Command.

6. Compliance. A thorough knowledge of this Manual by every officer and enlisted Command member is essential to the proper understanding of assigned duties. Officers are responsible for the effective indoctrination of assigned enlisted personnel.

12-1-78

7. Availability. Copies of this Manual and changes thereto are available from the Administrative Office upon request.

*J. L. Wallace, Jr.*  
J. L. WALLACE, JR

Distribution:  
List I

# CHANGE RECORD SHEET

1. This Manual will be maintained by the issuance of change transmittals.  
A record of all changes received shall be made in the space provided below.

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY (SIGNATURE)
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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slightly textured appearance and some minor blemishes or dust specks. A small, faint mark resembling a stylized 'r' or a signature is visible near the bottom center of the page.

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7. The Medical Officer, U. S. Naval Hospital Roosevelt Roads Branch Clinic, Sabana Seca (Code 06), reports to the Commanding Officer, NSGA Sabana Seca for additional duty.

8. The Dental Officer, Branch Clinic, Sabana Seca (Code 07), a component of the Naval Regional Dental Center Roosevelt Roads, reports to the Commanding Officer, NSGA Sabana Seca for additional duty.

9. Military personnel assigned to the Personnel Support Activity Detachment, Sabana Seca (Code 08), a component of the Personnel Support Activity, Norfolk, VA, receive logistic support from Commanding Officer, NSGA Sabana Seca.

10. The ~~Federal Communications Command Detachment Sabana Seca~~ receives logistic support from Commanding Officer, NSGA Sabana Seca.

## 1102 Succession to Command

1. Succession to command is in accordance with U. S. Navy Regulations, 1973, Chapter 8. All officers assigned to this Command with designators of 111X, 161X, 13XX, 644X and 744X are eligible to succeed to command.

2. In accordance with Article 0703 of U. S. Navy Regulations, 1973, at least one officer, either in command or eligible to succeed to command shall be present and ready for duty at all times. To this end, all officers eligible to succeed to command will check out with the Quarterdeck before departing the station and check in upon return, after 1700 on Fridays and on Saturdays and Sundays. If the CDO is not eligible to succeed to command, the CDO will ensure that the last officer present who is eligible to succeed to command is notified of his status. "Present and Ready" is construed to mean available by phone or radio and within 30 minutes traveling time of the station. (R)

3. Officers eligible to succeed to command must be thoroughly familiar with regulations, instructions, and other pertinent information concerning the responsibilities and duties associated with succession to command.

## 1103 General Organization

1. The Command is organized and administered in accordance with the laws of the United States; Navy Regulations; Navy Department General Orders; Standard Organization and Regulations of the U. S. Navy; and such regulations, directives and instructions as may be issued by this Command or higher competent authority. Applicable portions of COMNAVFORCARIB instructions also pertain.

2. NSGA Sabana Seca Organization is described and displayed in the ~~Commanding Officer's Report to NAVSECGRU~~ in accordance with NAVSECGRUINST 5450.3A. This report indicates the departmental and divisional organization, the

## CHAPTER I

## ADMINISTRATIVE ORGANIZATION

## Section 1

## Command Relationships, General Organization and Information

- 
- 1101 Command Relationships
  - 1102 Succession to Command
  - 1103 General Organization
  - 1104 Continuity of Operations
- 

1101 Command Relationships

1. The U. S. Naval Security Group Activity Sabana Seca, hereinafter called NSGA Sabana Seca, was [REDACTED] as a shore activity of the U. S. Navy. NSGA Sabana Seca is under the command of, and receives primary support from the Commander, Naval Security Group Command. The mission, tasks and functions of this Command are set forth in [REDACTED].

NAVSECGRUACTINST 5400.14

2. Under the provisions of SECNAVINST 5400.14, the Commanding Officer reports to the Commander, Naval Forces Caribbean for area coordination purposes. Further, the Commanding Officer reports for additional duty to the Commander, Naval Forces Caribbean as advisor for cryptologic matters and to the [REDACTED].

Commander, Naval Forces Caribbean  
U.S. Atlantic Fleet  
Fleet Staff

exchange authorization direction and control of the Atlantic Fleet 4450.512

3. The Consolidated Package Store Branch Manager (Code 02) reports directly to the Commanding Officer, NSGA Sabana Seca.

U.S. Naval Station Roosevelt Roads

4. Military personnel assigned to the [REDACTED] (Code 03), a component of the U. S. Naval Communications Station Roosevelt Roads, receive logistic support from Commanding Officer, NSGA Sabana Seca.

5. A detachment of Marines is assigned to the Command from Marine Barracks, Roosevelt Roads [REDACTED]. Orders for the various posts are issued by the Commanding Officer, Marine Barracks through the Commanding Officer, NSGA Sabana Seca. These orders are set forth in Marine Barracks Roosevelt Roads Barracks Order 5510.3C. The Guard Officer, Marine Guard Unit (Code 04) is under the operational control of Commanding Officer, NSGA Sabana Seca and the administrative control and command of CO, Marine Barracks Roosevelt Roads.

6. The Resident Assistant Navy Exchange Officer (Code 05) reports for duty to the Commanding Officer, NSGA Sabana Seca. He is responsible to the Navy Exchange Officer (NEO), U. S. Naval Station Roosevelt Roads for the proper operation of the Branch Navy Exchange at Sabana Seca. Details pertaining to the functions, duties, responsibilities, authority and organizational relationships of the Resident Assistant Navy Exchange Officer are contained in the Navy Exchange Manual. The NEO reports to the Commanding Officer, NSGA Sabana Seca for additional duty.



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distribution of authorized billets, and the names of incumbents of key billets. The current organizational charts by billet are attached as Annex A to this manual. Basically, the functional department organization is as follows:

<u>Department</u>	<u>Code</u>
Administrative Department	10
Communications Department	20
Public Works Department	30
Supply and Fiscal Department	40
Operations Department	50
Electronics Maintenance Department	60
Recreational Services Department	70

1104 Continuity of Operations. Command positions are established on the basis of the magnitude of the tasks concerned. Officers who are assigned responsibility for more than one position will keep separate records for each position in order to preserve the continuity of each position and to facilitate turnover to another officer.

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## Section 2

## Command

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1201 Commanding Officer  
1202 Executive Officer

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1201 Commanding Officer

1. Basic Functions. As set forth in U. S. Navy Regulations, 1973, Chapter 7, the Commanding Officer is charged with absolute responsibility for the safety, well-being and efficiency of the command, except to the extent he may be relieved therefrom by competent authority.

2. Duties, Responsibilities and Authority. The duties and responsibilities of the Commanding Officer are established by U. S. Navy Regulations, General Orders, customs and tradition. The authority of the Commanding Officer is commensurate with his responsibility, subject to the limitations prescribed by law and by U. S. Navy Regulations.

3. Organizational Relationship. The relationships of key subordinates to the Commanding Officer are in the U. S. Navy Regulations, Chapter 7, Article 0706.

1202 Executive Officer

1. Basic Functions. The Executive Officer functions as an aide or executive to the Commanding Officer. He is specifically charged with executing the orders of the Commanding Officer and with coordinating and supervising the performance and administration of the command, including matters pertaining to morale, discipline, training, welfare, work exercise, safety, rights and privileges of individuals within the command.

2. Duties, Responsibilities and Authority. In consonance with the provisions of Chapter 7, U. S. Navy Regulations, 1973, the Executive Officer shall:

a. Act for the Commanding Officer during his absence, when so designated.

b. Allocate, with the approval of the Commanding Officer, the necessary resources (including space, equipment, personnel and funds) to various departments for carrying out their assigned functions.

c. Evaluate the performance of officers and enlisted personnel through recommendations to the Commanding Officer regarding fitness reports and evaluation sheets and through review of periodic marks. Prepare the initial draft of fitness reports of Department Heads and Executive Staff Assistants.

d. Exercise general supervision over organizational bills.

120000

- e. Regulate liberty and leave of personnel.
- f. Prosecute a planned program of recreation and athletics.
- g. Direct the investigation for the Commanding Officer of alleged violations of the Uniform Code of Military Justice, U. S. Navy Regulations, NAVSECGRUACT Sabana Seca instructions, and other military and civil laws, and recommend appropriate disciplinary action to the Commanding Officer when necessary.
- h. Prosecute a program of economy and conservation, and promote cost consciousness within the command.
- i. Ensure the Commanding Officer is advised of all casualties, deficiencies and anticipated difficulties which may significantly affect the operational readiness or administrative efficiency of the command.
- j. Act on personal requests (which may be addressed to the Commanding Officer) that do not involve the formulation of policy or will not require action of higher authority.
- k. Ensure that adequate supplies and services are made available to Executive Staff Assistants within allotment of maintenance and operating funds.
- l. Supervise the reception of visitors to this activity.
- m. As an Assistant Special Security Officer, perform the functions delegated to him by the Commanding Officer in connection with his Naval Security Group SSO duties.
- n. Ensure that the Officer of the Day Standing Order Book is kept current.
- o. Supervise the training and professional development of officers of the command and command watch personnel.

### 3. Organizational Relationships

- a. The Executive Officer is directly responsible to the Commanding Officer.
- b. Department Heads and Executive Staff Assistants report to the Executive Officer for all matters pertaining to the internal administration of the command.
- c. The Executive Officer shall have on his staff the following Staff Assistants, whose duties and responsibilities are enumerated in Section 3 of this Chapter:

- 011 Chaplain
- 012 Command Career Counselor
- 014 Security Chief and Chief Master-At-Arms
- 015 Command Master Chief

## Section 3

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## Executive Staff Assistants

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1301 Chaplain  
1302 Command Career Counselor  
1303 Security Chief and Chief Master-At-Arms  
1304 Command Master Chief

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1301 Chaplain (011)

1. Basic Functions. The Chaplain is the principal Command assistant for religious and moral matters.

2. Duties, Responsibilities and Authority

a. Advise the Commanding Officer on all religious and moral matters affecting Navy and Marine Corps personnel of this Command and their dependents.

b. Advise the Commanding Officer on Command welfare, benefits and recreation programs.

c. Conduct a public worship according to the manner and form of his own church at the times prescribed in the Command routine.

d. Insofar as practical, make available to all personnel opportunities for worship and religious self-expression according to the manner and form of their respective faiths.

e. Facilitate and encourage religious instruction through voluntary classes, study and discussion groups.

f. Extend counsel to personnel and their dependents in times of trouble, bereavement or distress.

g. Advise the Commanding Officer and the Executive Officer in matters of administrative policy bearing on the welfare, morale, and spiritual well-being of Command personnel.

h. Conduct liaison between Command personnel and welfare organizations such as Navy Relief and the American Red Cross.

i. Act as coordinator of the Navy Relief Society in the Command.

j. Act as Fund Custodian of the Chapel Funds. (R)

k. Coordinate and supervise the activities of the Auxiliary Chaplain.

(R)

### 3. Organizational Relationships

2. The Chaplain reports to the Executive Officer for the performance of his assigned responsibilities. As advisor to the Commanding Officer on religious and moral matters, he has direct access to the Commanding Officer.

b. Enlisted or civilian personnel assigned to the Chaplain's Office report to the Chaplain.

## 1302 Command Career Counselor (012)

1. Basic Functions. The Command Career Counselor is the principal Command assistant on policies and regulations related to Navy career planning matters, and the primary technical advisor supporting other members of the Command Retention Team.

## 2. Duties, Responsibilities and Authority

a. Organize and monitor a vigorous and effective Command career counseling program and interview schedule.

b. Organize, train and support Department and Division Career Counselors.

c. Report retention team activities to the Commanding Officer on a monthly basis.

d. Advise the Commanding Officer of situations which have positive or negative impact on retention team efforts and make recommendations as appropriate.

e. Maintain Command retention statistics and keep the Commanding Officer advised of same.

f. Keep retention team members informed of changes in policy which may affect individual attitudes toward the Navy or Command.

g. Maintain publications and materials necessary to sustain an effective program.

#### **h. Coordinate and arrange for group interviews.**

i. Maintain a tickler file to ensure that all enlisted personnel are counseled.

J. Ensure that all personnel are informed on matters relating to career retention.

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k. Maintain liaison as appropriate to ensure that all interviews are conducted in a timely fashion.

l. Submit NAVSECGRU Retention Information Reports and Annual Personnel Retention Reports as required to the Commanding Officer.

3. Organizational Relationships. The Command Career Counselor reports to the Executive Officer for the performance of his assigned responsibilities. As advisor to the Commanding Officer on retention matters, he has direct access to the Commanding Officer.

### 1303 Security Chief and Chief Master-At-Arms (014)

1. Basic Functions. The Security Chief and Chief Master-At-Arms is the principal assistant to the Executive Officer for the maintenance of good order and discipline.

#### 2. Duties, Responsibilities and Authority

a. Organize, train, and supervise the Security and MAA Force in the performance of their duties.

b. Enforce Navy Regulations, Command regulations, and pertinent directives.

c. Keep the Executive Officer advised of security and discipline matters requiring his attention.

d. Assume custody of all persons placed in a restricted status and supervise extra duties assigned to personnel of the Command.

e. Assist in the execution of the Command daily routine, including the following:

- (1) Perform duties of the OOD during normal working hours.
- (2) Provide payday escorts.
- (3) Escort visitors.
- (4) Escort Commanding Officer during personnel inspection.
- (5) Coordinate Captain's Mast and courts-martial.

f. Forward the Command Journal (log) to the Commanding Officer, and the Executive Officer daily for review. (R)

g. Review the Quarterdeck EDL and Trouble Log daily, taking action as necessary to correct identified discrepancies by security force action or coordination with the Public Works Department. (R)

h. Procure necessary administrative supplies for the Quarterdeck. (R)

i. Provide the Quarterdeck, via the Senior Watch Officer, with the security force's standing orders and changes thereto. (R)

#### 3. Organizational Relationships

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- a. The Security Chief and CMAA reports to the Executive Officer for the performance of his assigned responsibilities.
- b. Military personnel assigned to the Security and MAA Force report to the Security Chief and CMAA.
- c. The Security Chief and CMAA coordinates with the Senior Watch Officer on matters relating to the Quarterdeck and the interface of the Security Force with the Command Watch. (R)

1304 Command Master Chief (015)

1. Basic Functions. The Command Master Chief serves as the enlisted advisor to the Commanding Officer on the formulation and implementation of policies pertinent to the morale, utilization, and training of all enlisted personnel. Additionally, the Command Master Chief is responsible for carrying out established command policy in specific areas, as directed by the Commanding Officer and Executive Officer.

2. Duties, Responsibilities and Authority

- a. Act at all times to maintain, promote and encourage the effectiveness of the chain of command and, when necessary, make recommendations to improve its effectiveness.
- b. Advise the Commanding Officer regarding the formulation or change of policy pertaining to enlisted members.
- c. Ensure established policies are adequately explained, understood, and carried out by inspiring cognizant subordinates to effectively develop and use basic leadership principles. Thereby, enlisted members will be encouraged to maintain the highest standards of conduct and general appearance through effective middle management.
- d. Attend the Commanding Officer's briefings, when appropriate.
- e. Assist the Commanding Officer in the preparation for, and participate in, all advancement, retirement and other ceremonies concerning enlisted personnel.
- f. When appropriate, represent or accompany the Commanding Officer to official functions, inspections, and conferences.
- g. Participate in the reception and hosting of official visitors to the Command.
- h. Upon invitation, represent the Command and Navy by participating in community and civic functions.
- i. Maintain close coordination with the following:
  - (1) Command Retention Team
  - (2) Career Counselor

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- (3) Human Relations Council
- (4) Navy Exchange Advisory Board
- (5) Chief Petty Officers' Mess (Open) and Enlisted Mess (Open) Advisory Groups
- (6) Navy Wives' Club
- (7) Command Family Ombudsman
- (8) UPH Council
- (9) Recreation Committee
- (10) Recreation Council

j. Chair the Sailor of the Quarter and Sailor of the Year Selection Boards.

k. Advise the Commanding Officer regarding Human Resource Management program requirements.

l. Maintain liaison with the Force Master Chief of the Naval Security Group Command.

m. The Command Master Chief is not required to stand Command (R) Watches.

3. Organizational Relationships. The Command Master Chief reports to the Executive Officer for the performance of his assigned responsibilities. As advisor to the Commanding Officer on enlisted matters, he has direct access to the Commanding Officer.



## Section 4

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## General Department and Division Organization

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1401 Department Head  
1402 Division Officer

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1401 Department Head

1. Basic Functions. The head of a department of the Command is the officer detailed as such by competent authority. He is the representative of the Commanding Officer in all matters that pertain to his department. All persons assigned to the department shall be subordinate to him and all orders issued by him shall be obeyed accordingly by them. In the performance of his duties as a head of department, he shall conform to the policies and comply with the orders of the Commanding Officer.

2. Duties, Responsibilities and Authority. The head of a department shall:

a. Supervise the training and professional development of junior officers assigned to his department.

b. Advise division officers on matters affecting the morale or discipline of personnel within the department, keeping the Commanding Officer informed of any matter which may adversely affect the department or the naval service. (In a well commanded department the need for formal punishment should be infrequent).

c. Approve exchanges of duty between similarly qualified officers or enlisted personnel of his department, subject to instructions by the Executive Officer.

d. Maintain established standards of performance and conduct; evaluate performance by means of drills, exercises, inspections and other control devices; prepare enlisted performance evaluations and review periodic marks; and make recommendations to the Commanding Officer for meritorious acts and disciplinary matters.

e. Carry out a Department Training Program consistent with the Command Training Program.

f. Review the eligibility of enlisted personnel in the department for advancement in rating and make advancement recommendations to the Commanding Officer.

g. Take cognizance over the applicable line code items in the command financial plan.

h. Forward appropriate special requests to the Executive Officer, with recommended action. In cases involving special privileges, comments concerning past conduct and performance of duty are appropriate.

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(Department Heads may be authorized to approve certain types of special requests).

- i. Formulate and submit budgetary requirements for the maintenance and operation of the department, and approve expenditures from funds allocated.
- j. Prepare rough reports of fitness for officers assigned to the department.
- k. Prepare departmental instructions as required, and ensure proper dissemination and observance.
- l. Be familiar with and be guided by the contents of the Cost Reduction Program Manual (NAVSO P-2486).

### 3. Organizational Relationships

- a. A Department Head reports to the Commanding Officer for the operational readiness of his department and any matters relating to his department whenever he believes such action necessary for the good of his department or the naval service.
- b. He reports to the Executive Officer for all administrative matters and keeps the Executive Officer appropriately informed of direct reports to the Commanding Officer.
- c. Any immediate subordinates assigned to the Department Head report directly to him.

#### 1402 Division Officer

1. Basic Functions. The Division Officer is responsible for the organization, administration and operation of the division.
2. Duties, Responsibilities and Authority. The Division Officer shall:
  - a. Direct the operations of the division as prescribed in the division organization.
  - b. Assign personnel to watches and duties within the division and develop rotation programs to ensure the training and proficiency of assigned personnel.
  - c. Schedule and conduct training for division personnel. Phases of division training should include indoctrination of new personnel, preparation for advancement in rating including both correspondence courses and drills in military professional subjects, team training to fulfill operational requirements of the division, and individual training through the Educational Services Office.

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- d. Prepare periodic evaluations of division personnel.
- e. Maintain a division notebook containing personnel data cards, training program data, a space and equipment responsibility log, and such other data as may be useful for the orientation of an officer relieving, and for ready reference. (A Standard Division Officer's Personnel Record Form is available through the supply system).
- f. Be responsible for all forms, reports and correspondence originated or maintained by the division.
- g. Ensure that prescribed security measures are strictly observed by personnel in the division.
- h. Make recommendations for personnel transfers and changes in the division allowance to the Department Head.
- i. Forward or approve requests for leave, liberty and special privileges, as appropriate, with recommendations. (R)
- j. Conduct periodic inspections, exercises and musters to evaluate performance and discipline of the division, and initiate disciplinary action, when deemed necessary, in accordance with the UCMJ and other regulatory directives.
- k. Cooperate with division officers of other divisions in the department and recommend improvements in departmental policies and procedures to the Department Head.
- l. Become familiar with and be guided by the contents of the Cost Reduction Program Manual (NAVSO P-2486).

### 3. Organizational Relationships

- a. The Division Officer reports to the appropriate department head in the performance of assigned duties.
- b. Subordinates in the division report to the Division Officer.

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## Section 5

## Specific Departmental Organization

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1501	Administrative Department Head (10)
1501.1	Administrative Services Division Officer (11)
1501.2	SSO Division Officer (15)
1502	Communications Department Head (20)
1502.1	CMS Custodian
1503	Public Works Department Head (30)
1504	Supply and Fiscal Department Head (40)
1505	Operations Department Head (50)
1505.1	Operations Chief
1505.2	Signals Collection Division Officer (51)
1505.3	BULLSEYE Division Officer (52)
1506	Electronics Maintenance Department Head (60)
1507	Recreational Services Department Head (70)

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1501 Administrative Department Head

1. Basic Functions. The Administrative Department Head (10) shall act as the Head of the Administrative Department.

2. Duties, Responsibilities and Authority

a. Perform the duties of a Head of Department outlined in Article 1401 of this manual.

b. Coordinate all visits to the command, including schedules, clearances, transportation, hotel accommodations, travel reservations; and recommend to the Executive Officer the assignment of an escort officer when appropriate.

c. Coordinate photographic needs and services.

d. Supervise the production of the command newspaper.

e. Organize the personnel assigned to the Administrative Department and supervise the division officers in the performance of their duties.

f. Assume responsibility for the spaces and equipment allocated to the Administrative Department.

g. Provide legal referral services for assigned military personnel and their dependents.

h. Supervise the Command Library.

i. Function as Command Historian.

j. Supervise and maintain the Command Post Office.

k. Supervise the Civilian Personnel Clerk.

l. Prepare and maintain the department budget. (R)

3. Organizational Relationships

a. Reports as Head of Department as indicated in Article 1401 of this Manual.

b. As Administrative Assistant within the areas of delegated authority in relationship to Department Heads and Executive Staff Assistants, acts as the direct representative of the Executive Officer.

c. The following report to the Administrative Department Head for the performance of duties assigned:

(1) Administrative Services Division Officer (11)

(2) Special Security Administrative Officer (15)

1501.1 Administrative Services Division Officer (11)

1. Basic Functions. The Administrative Services Division Officer shall be the principal assistant to the Administrative Department Head in administrative matters.

2. Duties, Responsibilities and Authority

a. Provide administrative services to facilitate the operation and management of the Command and provide certain approved administrative services for other Naval activities in accordance with host/tenant agreements.

b. Sort, route and control incoming unclassified mail.

c. Maintain the Command tickler system for unclassified reports and correspondence.

d. Coordinate the Reports Control Program.

e. Maintain the Directives control point.

f. Maintain Command serial files.

g. Review correspondence to be signed by the Commanding Officer or the Executive Officer for correctness.

h. Supervise unclassified reproduction services.

i. Publish the Plan of the Day.

j. Serialize and mail unclassified correspondence signed by the Commanding Officer, Executive Officer or Department Heads.

k. Maintain the forms management program.

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l. Supervise the records disposal program.

m. Maintain a library of administrative publications. (R)

n. Forward a copy of all manpower authorization documents (R)  
(OPNAV 1000/2) to each department when received.

o. Maintain the Quarterdeck Instruction and Notice (R)  
library.

p. Ensure that the Quarterdeck restricted persons log (R)  
is updated by the Legal Yeoman after Non-Judicial Punishment and upon  
completion, as required.

### 3. Organizational Relationships

a. The Administrative Services Division Officer reports to the  
Administrative Department Head.

b. All personnel assigned to the Administrative Services  
Division report to the Administrative Services Division Officer.

1501.2 ~~Special Security Administrative Division Officer~~  
~~Special Security Administrative Division Officer~~ (15)

1. Basic Functions. The Special Security Administrative Division  
Officer is responsible for all matters relating to Naval Security Group  
oriented administrative and correspondence procedures.

### 2. Duties, Responsibilities and Authority

a. Perform the duties of a Division Officer as outlined in  
Article 1402 of this manual.

b. As the principal Assistant SSO (Special Security Officer),  
perform the following functions in connection with the Naval Security Group  
SSO Program:

(1) Maintain an accurate up-to-date record of security  
clearances.

(2) Indoctrinate and debrief personnel in accordance with  
current security regulations.

(3) Maintain a tickler system of clearance record dates and  
initiate all required correspondence associated with background  
investigation updates.

(4) Inculcate security consciousness in all personnel  
through lectures and required reading.

(5) Control access to the classified areas and facilities of  
the Command and supervise the NAVSECGRU security badge system.

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(6) Serve as the Command Security Manager and Top Secret Control Officer, performing functions as indicated in OPNAVINST 5510.1E.

(7) Prepare required reports and maintain necessary files associated with the SSO Program.

c. Supervise assigned personnel in the performance of their duties, including:

(1) Processing all incoming and outgoing ARFCOS. Processing all Registered Mail addressed to [REDACTED], with the following exceptions: Commanding Officer, NSA, [REDACTED]

(a) [REDACTED]

At [REDACTED] at [REDACTED]

(b) The Supply (40), and Recreation (70) Departments, who do not receive classified mail via the registered mail system.

(2) Processing all ARFCOS and Registered Mail for the Command, less registered mail addressed to/from Director, Naval Motion Picture Service, Bldg 311, Flushing Avenue, Brooklyn, New York 11251. Materials to/from NMPS will be introduced/received by a mail orderly assigned to the MWR Department.

(3) Establishing a routing and tickler system for all incoming classified material.

(4) Processing all outgoing Special Intelligence material and correspondence.

(5) Controlling guard mail delivery between the Operations and Support Sites.

(6) Controlling the use and maintenance of assigned reproduction equipment.

(7) Conducting personnel check-in/outs for all personnel employed in the Operations Building.

### 3. Organizational Relationships

a. The Special Security Administrative Division Officer (R) reports to the Administrative Department Head, and advises the SSO and the Senior Resident Officer of the Operations Site on special security matters.

b. All personnel assigned to the SSO Division report to the SSO Division Officer.

#### 1502 Communications Department Head (20)

1. Basic Functions. The Communications Department Head shall act as the Head of the Communications Department.

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## 2. Duties, Responsibilities and Authority

a. Perform the duties of a Department Head as outlined in Article 1401 of this manual.

b. Provide secure, reliable and rapid electrical communications for the Command, keeping the Commanding Officer continually advised of any serious communications curtailment.

c. Be responsible for overall security and operations of the cryptocenter and technical control facilities, including supervision and training of communications personnel.

d. Have a detailed knowledge of NAVSECGRU communications.

e. Ensure that the communication procedures employed are in accordance with appropriate directives.

f. Route all incoming message traffic within the Command to offices concerned, notifying cognizant offices immediately upon receipt of messages requiring immediate attention.

g. Provide for routing, filing, relaying and physical security of all messages processed by the Communications Department.

h. Prescribe procedures for the preparation of outgoing messages and ensure that all messages are properly prepared for transmission.

i. Perform quality control checks on all communication processing of incoming and outgoing messages.

j. Make preparations to transmit messages by courier in the event that electrical communications are seriously disrupted.

k. Ensure that all equipment and supplies are properly cared for and take measures necessary for their preservation and economical use.

l. Plan with the Electronics Maintenance Department Head, for Command emergency communications; establish communications procedures and be prepared to operate the equipment.

m. Prescribe procedures for the reduction of NSGA Sabana Seca outgoing traffic under "MINIMIZE" conditions and coordinate implementation of such procedures when ordered.

n. Prepare and publish procedures and duties for casualties and emergencies, including instructions for the disposition and destruction of classified publications and cryptographic material issued to the Communications Department.

o. Establish procedures for access to the Communications Center, and access to cryptographic material in accordance with OPNAVINST C5510.80.



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p. Function as Armed Forces Censorship Officer.

q. Function as Building 85 Hurricane Supplies and Readiness (R)  
Condition Coordinator.

r. Prepare and maintain the department budget. (R)

s. Ensure the proper preparation and timely submission of  
records and reports. (R)

### 3. Organizational Relationships

a. The Communications Department Head reports as indicated in  
Article 1401 of this manual.

b. All personnel assigned to the Communications Department will  
report to the Communications Officer.

#### 1502.1 Communications Security Material System (CMS) Custodian

1. Basic Functions. The CMS Custodian will perform the duties of  
CMS Custodian for the Command and keep the Commanding Officer advised of  
pertinent directives pertaining to the Communications Security Material  
System.

### 2. Duties, Responsibilities and Authority

a. Maintain custody of all CMS material in accordance with CMS 4

b. Provide guidance, training, and instruction on the (R)  
proper use, storage, and destruction of CMS material.

### 3. Organizational Relationships

a. Reports to the Commanding Officer for CMS matters.

b. Personnel assigned to CMS duties report to the CMS Custodian.

#### 1503 Public Works Department Head (30)

1. Basic Functions. The Public Works Department Head (30) shall  
act as the representative of the Commanding Officer in all matters that  
pertain to the Public Works Department.

### 2. Duties, Responsibilities and Authority

a. Perform the duties of a Head of Department as outlined in  
Article 1401 of this manual.

b. Be responsible for the repair, upkeep and maintenance of all  
buildings, facilities and grounds assigned to this Command.

c. Coordinate the Shore Facilities Planning Program.

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d. Plan, develop and provide engineering supervision for:

- (1) Minor construction and alteration projects
- (2) Special Projects
- (3) Military Construction Projects

e. Request assistance from Atlantic Division, Naval Facilities Engineering Command on all Public Works matters beyond the scope and capability of the Public Works Department.

f. Maintain utilities services, including electrical power, water, steam, air conditioning, telephone and trash removal. (R)

g. Operate a transportation motor pool.

h. Establish procedures for and manage licensing of drivers for military vehicles.

i. Act as the principal assistant to the Commanding Officer in safety matters and perform those functions associated with development, promulgation and monitoring of component programs.

j. Act as the NAVSECGRUACT Sabana Seca Fire Marshall.

k. Serve as Officer in Charge of Construction for NAVFACENGCOM contracts as designated by Commander, Atlantic Division, Naval Facilities Engineering Command; and as Resident or Assistant Resident Officer in Charge of Construction as assigned by the Officer in Charge of Construction/Resident Officer in Charge of Construction, Puerto Rico area.

l. ~~NAVSECGRUACT Sabana Seca~~ and others as specified in Host/Tenant agreements.

m. Supervise the Family Housing Program for the command in accordance with NAVSECGRUACT Sabana Seca Instruction 11101.21E.

n. Maintain a Housing Referral Service for off-base Navy personnel in accordance with OPNAVINST 11101.21C.

o. Direct the energy conservation program.

p. Serve as Environmental Program Coordinator.

q. Serve as Employee Transportation Coordinator.

r. Prepare and maintain the department budget (R)

s. Ensure the proper preparation and timely submission of records and reports. (R)

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3. Organizational Relationships

a. Reports as Head of Department as indicated in Article 1401 of this manual.

b. Subordinate officers, when assigned, and other personnel in the Public Works Department report to the Public Works Department Head.  
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1504 Supply and Fiscal Department Head (40)

1. Basic Functions. The Supply and Fiscal Department Head shall act as head of the Supply and Fiscal Department.

2. Duties, Responsibilities and Authority

a. Perform the duties of a Department Head as outlined in Article 1401 of this manual.

b. Provide supply support as follows:

(1) Maintain proper inventory level of standard stock material.

(2) Receive, inspect, store and issue materials.

(3) Process requisitions for standard stock material and open purchase items.

(4) Arrange for proper shipment of materials and equipment from this Command.

(5) Maintain a Command Imprest Fund.

(6) Conduct audits and inventories as required.

(7) Prepare reports as required by Naval Supply Center, Charleston, South Carolina.

(8) Maintain PIES records.

c. Provide financial support as follows:

(1) Plan, organize, direct, and execute financial management.

(2) Provide technical guidance and advice on budget preparation, review and evaluation.

(3) Devise guides, instructions and local forms for use by Department Heads and the Commanding Officer for submission of budgetary estimates.

(4) Consolidate department submissions into an overall Command budget and make recommendations concerning individual items in the consolidated report.

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(5) Compare actual performance of statistical financial data with planned objectives.

(6) Correct deficiencies revealed by formal audits, reports, analysis, observation or other means.

(7) Develop and supervise a program of internal review and controls.

(8) Maintain Plant Property Account Records.

d. Be responsible for the proper and efficient operation of the Enlisted Dining Facility including:

(1) Maintenance of adequate inventory levels of food items to meet normal operating requirements.

(2) Maintenance of sanitary conditions for food service spaces, equipment and utensils.

(3) Preparation and service of food.

(4) Preparation of reports and returns in accordance with applicable publications and instructions.

e. Provide supply support to Naval Communications Station Roosevelt Roads and Marine Barracks Puerto Rico components at this Command in accordance with Host/Tenant agreements.

f. Act as Agent Cashier for the Disbursing Officer, U. S. Naval Station Roosevelt Roads.

g. Function as the Unaccompanied Personnel Housing Officer.

h. Function as the UOPH Billeting Fund Custodian, and (R)  
and as manager of the funds in accordance with the Manual for Messes Ashore (NAVPERS 15951) and the Non-Appropriated Fund Accounting Procedures Manual (NAVSO P-3520).

i. Ensure the proper preparation and timely submission of records and reports. (R)

### 3. Organizational Relationships

a. Reports as Head of Department as indicated in Article 1401 of this manual.

b. Subordinate officers, when assigned, and other personnel under his direct supervision report to the Supply and Fiscal Department Head.

1505 Operations Department Head (50)

1. Basic Functions. The Operations Officer shall act as head of the Operations Department.

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## 2. Duties, Responsibilities and Authority

a. Perform the duties of a Head of Department as outlined in Article 1401.

b. Be primarily responsible for the accomplishment of the command's operational mission as set forth in ~~Article 1401~~ and other applicable directives.

c. Respond promptly and effectively to all operational directives from COMNAVSECGRU, DIRNSA and other competent authority. Comply with the technical directives promulgated and fulfill operational tasking and requirements.

d. Inform other departments concerning changes in operational tasks which will alter the support required from them.

e. Ensure compliance with command directives in all Department bills and regulations.

f. Prepare and maintain the department budget and coordinate the budgetary requirements of the divisions with the departmental budget.

g. As Senior Resident Officer at the Operations Site, (R) establish procedures to ensure proper routine operation of the Operations Site. Such evolutions include, but are not limited to: NEGDEF; destruction of classified material; common area cleanliness and upkeep of the operations building and surrounding areas.

h. Serve as Fire Marshal for the Operations Site.

i. Act as the Senior Watch Officer. (R)

j. Interface with Marine OIC/AOIC on all Marine (R) related duties at the Operations Site Compound, and investigate incidents involving misconduct by Marine sentries while on duty at the Operations Site.

k. Coordinate ~~Building 85~~ common area cleanup. (R)

l. Coordinate support to Building 85. (R)

m. Coordinate Building 85 Command working parties. (R)

n. Be the Command Reserve Affairs Coordinator. (R)

o. Ensure the proper preparation and timely submission of records and reports (R)

## 3. Organizational Relationships

a. The Operations Officer reports in accordance with Article 1401 of this manual.

b. The Operations Officer coordinates with other department heads as necessary for support required by the operations department.

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1. All immediate subordinates in the Operations Department report to the Operations Officer.

#### 1505.1 The Operations Chief

1. Basic Functions. The Operations Chief is the senior enlisted person in the Operations Department. In addition to supervising administrative functions in the Department Office, he performs the following duties:

a. Conducts requisite liaison with the Operations Department Division Chief Petty Officers in meeting requirements within the Operations Department.

b. Conducts requisite liaison with Chief Petty Officers and Leading Petty Officers of elements outside of the Operations Department in matters requiring interaction.

c. Advises the Operations Officer on all matters, military and operational, impacting on the personnel or mission of the Operations Department.

d. Monitors, coordinates and directs the functions of the Operations Watch Chief.

e. When directed, represents the Operations Officer in conducting coordination and liaison with division officers.

f. Provides technical advice regarding operational mission to the Operations Officer.

#### 2. Organizational Relationships

a. The Operations Chief reports to the Operations Officer in performing his duties.

b. The Operations Watch Chiefs report to the Operations Chief. (R)

#### 1505.2 The Signals Collection Division Officer (51)

1. Basic Functions. The Signals Collection Division Officer is in charge of the ~~Signals Collection Division~~.

~~Signals Collection Division~~

#### 2. Duties, Responsibilities and Authority

a. Performs the duties of a division officer as outlined in Article 1402 of this manual.

b. Supervises the performance of the division mission.

c. Keeps informed of the status, utilization and effectiveness of installed collection and processing positions and makes recommendations for improvements as necessary.

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d. Provides data processing services on a not-to-interfere basis to other command elements, as approved by the Operations Officer.

e. Supervises the use of the informal operational communications circuit (OPSCOMM) of the Operations Department and submits, for Department Head approval, instructions regulating such use.

f. Conducts a program of professional training for assigned Cryptologic Technicians.

3. Organizational Relationships. The Signals Collection Division Officer reports directly to the Operations Officer for all technical and administrative matters.

1505.3 The ~~Signals Collection Division~~ Division Officer (52)

1. Basic Functions. The BULLSEYE Division Officer is in charge of the BULLSEYE Division.

2. Duties, Responsibilities and Authority

a. Performs the duties of a division officer as outlined in Article 1402 of this manual.

b. Supervises the division mission.

c. Keeps informed of the status, utilization and effectiveness of the ~~Signals Collection Division~~ and ~~BULLSEYE position~~, and makes recommendations for improvements as necessary.

d. Provides ~~Signals Collection Division~~ support to the Signals Collection Division as required.

e. Conducts a program of professional training for assigned Cryptologic Technicians.

3. Organizational Relationships. The BULLSEYE Division Officer reports directly to the Operations Officer on all technical and administrative matters.

1506 Electronics Maintenance Department Head (60)

1. Basic Functions. The Electronics Maintenance Department Head shall act as Head of the Electronics Maintenance Department.

2. Duties, Responsibilities and Authority

a. Perform the duties of Head of Department as outlined in Article 1401 of this manual.

b. Assume the overall responsibility for the maintenance of assigned operational equipment and for the supervision and professional training of enlisted CTM personnel.

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- c. Provide an effective preventive and corrective maintenance program for operational equipment and RF distribution systems.
- d. Ensure the accomplishment of modifications and alterations of operational electronic equipment as promulgated by competent authority.
- e. Coordinate with the Supply Department to ensure an accurate inventory of assigned electronics equipment.
- f. Ensure the proper preparation and timely submission of records and reports.
- g. Prepare and maintain the Station Facilities Book.
- h. Ensure that CTM personnel are instructed in emergency destruction procedures as outlined in current Emergency Destruction Directives.
- i. Prepare and maintain the department budget.
- j. Coordinate assignment and maintenance of building 85 transportation (class "B" vehicles); keys and routine issue of the vehicle remain controlled by the OWC. (R)
- k. Interface with 03 on behalf of building 85 elements. (R)
- l. Conduct routine interface with 30 on behalf of building 85 departments; maintain status of and local control over building 85 work requests. (R)

### 3. Organizational Relationships

- a. Reports as Head of a Department as indicated in Article 1401 of this manual.
- b. Subordinate officers when assigned, and other personnel under his direct supervision, report to the Electronics Maintenance Department Head.

#### 1507 Recreational Services Department Head (70)

1. Basic Functions. The Department Head shall manage and direct the Recreational Services Department.

#### 2. Duties, Responsibilities and Authority

- a. Perform the duties of a Department Head as outlined in Article 1401 of this manual.
- b. Develop and administer an active recreational program in accordance with existing Navy guidelines and instructions.



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c. Organize, train, and supervise the department staff in the performance of their duties as defined in existing job descriptions. Subject to the approval of the Commanding Officer, this includes the employment and discharge of employees (including enlisted personnel working during off-duty hours) paid from non-appropriated funds and the establishment of working hours and rates of pay.

d. Maintain liaison with other military activities and civilian communities with respect to available recreational activities and facilities.

e. Manage the procurement and maintenance of Recreational Services resources.

f. Maintain reference and source material pertaining to non-appropriated fund instrumentalities.

g. Serve as custodian of the Recreation Fund.

h. Advise the Commanding Officer concerning the Recreational Services interests and needs of Command personnel.

i. Ensure the accurate preparation and timely submission of annual recreation and messes budgets (R)

### 3. Organizational Relationships

a. The Recreational Services Department Head reports as Head of a Department as indicated in Article 1401 of this manual.

b. The following personnel report directly to the Recreational Services Department Head in the performance of assigned duties and responsibilities.

(1) Recreation Director (71)

(2) Consolidated Messes Director (72)

(3) Central Accounting Office (CAO) Director (73)

#### 1507.1 Recreation Director (71)

1. Basic Functions. The Recreation Director is the principal assistant to the Recreational Services Department Head in administering the recreational program for the Command.

#### 2. Duties, Responsibilities and Authority

a. Develop and administer an active recreation program embracing activities such as organized entertainment and social activities, varsity and intramural athletics, and off-duty hobbies and diversions for the personnel of the Command.

b. Encourage maximum participation in varsity and intramural sports with the objectives of stimulating spirit and physical well-being.

c. Supervise the preparation and timely submission of required correspondence, including the annual recreation budget.

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d. Obtain and disseminate to Command personnel, information of historical and cultural interest concerning the island of Puerto Rico and nearby islands.

e. Organize tours to points of interest.

f. Arrange for transportation, as required, to support organized athletics and recreational activities.

g. Maintain recreation facilities and resources.

h. Act as Circuit Manager, Navy Motion Picture Exchange.

i. Coordinate with the Fort Buchanan, MSA Office in arranging for joint support of NSGA Sabana Seca personnel. (R)

j. Introduce/receipt for Registered Mail address to/from Director, Naval Motion Picture Service, Bldg 311, Flushing Avenue, Brooklyn, New York 11251. The following items are the only materials which may be sent/receipted for: motion picture projectors, power packs, lens, and bulbs. All other registered mail is to be processed in accordance with article 1501.2.2c(2). (R)

### 3. Organizational Relationships

a. The Recreation Director reports to the Recreational Services Department Head in the performance of assigned duties and responsibilities.

b. All personnel assigned to the Recreation Division will report to the Recreation Director.

#### 1507.2 Consolidated Messes Director (72)

1. Basic Functions. The Messes Director is the principal assistant to the Recreational Services Department Head in the administration of the Messes, which include the Commissioned Officers, Chief Petty Officers and Enlisted Messes (Open).

2. Duties, Responsibilities and Authority. Under the guidelines of Manual for Messes Ashore (NAVPERS 15951), Nonappropriated Fund Accounting Procedures (NAVSO P-3520), Cost Control Manual (NAVPERS 15999), Special Services and Messes Personnel Manual (BUPERSINST 5330.9) and other pertinent instructions, notices, and directives, the Consolidated Messes Director will:

a. Exercise overall management of the operation of the Messes including budgeting and comprehensive advance planning, food preparation and bar operations, special party catering, maintenance of adequate supplies/snacks and beverage stocks, and entertainment and social activities.

b. Maintain custody of all records and property of the Messes and all government property in the possession thereof. Shall be responsible for their safekeeping, preservation, and accessibility for inspection, and permit their removal only with the written approval of the Commanding Officer.

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c. Assume responsibility for funds generated from all sources, their collection, reconciliation, recording, safeguard and deposit as directed by pertinent policies and procedures. Insure that policies and procedures for the control and accounting of cash and other negotiable items are strictly adhered to.

d. Recommend changes in local policies and standard operating procedures to improve operations to achieve the most efficient and economical services, including changes in equipment and physical assets; establish pricing and cost controls for each phase of the operation; recommend changes and adjustments.

e. Serve as purchasing agent for the Messes.

f. Verify the receipt of stocks of merchandise and assume responsibility for the safekeeping thereof.

g. Assume responsibility for the receipt, safekeeping, deposit, disbursement, and accountability of the funds.

h. Maintain accurate accounts and records of the Messes.

i. Prepare monthly financial statements of the Messes.

j. Act as Division Officer for enlisted personnel assigned to the Messes.

k. Assign duties and supervise the work of enlisted personnel and civilian employees engaged in the various activities of the Messes.

l. Assume responsibility for the training and evaluation of all employees.

m. Prepare and submit in a timely manner the annual messes budget (R)

### 3. Organizational Relationships

a. The Messes Director reports to the Recreational Services Department Head for performance of assigned duties and responsibilities.

b. Military and civilian personnel assigned to the Messes report to the Messes Director.

### 1507.3 Central Accounting Office Director (CAO) (73)

1. Basic Functions. The CAO Director is the principal assistant to the Recreational Services Department Head in the administration of centralized accounting services support to the Recreational Services Department Head.

### 2. Duties, Responsibilities and Authority

a. Process incoming and outgoing correspondence for the Recreational Services Department maintaining appropriate departmental correspondence files and tickler systems.

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b. Supervise payroll, accounting, and bookkeeping functions for the Recreational Services Department.

c. Maintain a continuous training program for CAO personnel.

d. Process personnel actions and correspondence incidental to the maintenance of personnel files, compile data for personnel reports, and provide basic information about regulations, procedures, programs, and benefits to NAF personnel.

### 3. Organizational Relationships

a. The CAO Director reports to the Recreational Services Department Head in the performance of assigned duties and responsibilities.

b. All CAO personnel will report to the CAO Director.

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## Section 6

## Collateral Duties; Boards and Committees

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1601 Collateral Duties1602 Boards and Committees

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1601 Collateral Duties. The Commanding Officer assigns personnel to fill collateral duty billets. A listing of all collateral duties and names of incumbents assigned is promulgated periodically in NAVSECGRUACT Notice 5420. Separate records should be kept for each position to preserve the continuity and permit rapid turnover to a relief.

1602 Boards and Committees

1. Basic Functions. Boards and committees consist of persons appointed to deliberate or evaluate a problem and to formulate recommended policies and procedures. They are policy forming groups and normally will not be assigned functions requiring supervision or direction. These boards and committees shall submit reports, as required, and shall advise the Commanding Officer and Executive Officer on policy and procedural matters by conducting audits and inventories, sitting as judicial or examining bodies, or carrying out planning or other functions as directed.

2. Activation of Boards and Committees. A board or committee will not be created unless it furthers the efficient administration of the Command and unless the functions of the board or committee cannot be performed as an adjunct of the duties and responsibilities already assigned to an officer of the Command.

3. District and Community Representatives. There are a number of intra-island and community-wide councils and boards requiring Naval Security Group Activity Sabana Seca representation on a continuing basis. Designated command representatives will attend the scheduled meetings and be governed by the procedures established for each council or board. In addition, command representation shall:

a. Ascertain command policy, prior to the meetings, on non-routine agenda items which may affect the command.

b. Not commit the Command until the command policy is determined.

c. Seek out the opinions of NAVSECGRUACT Sabana Seca personnel being affected by the decisions of the councils or boards.

d. Upon completion of the meetings, advise the Commanding Officer of results as appropriate.

4. Current Boards and Committees. Boards and committees are responsible for performing the duties for which intended. Personnel concerned are enjoined to ascertain that references are consulted and that they are effective editions or latest revisions. The Commanding Officer

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assigns personnel to the various boards and committees. Such assignments shall be effected by formal letters when required, or by publication in NAVSECGRUACT Sabana Seca Notice 5420.

a. Chief Petty Officers' Mess (Open) Advisory Group. Advisory group members, elected by the General Assembly and appointed by the Commanding Officer, will attend regularly scheduled monthly meetings and any special meetings called. They will represent club members; present suggestions, recommendations, complaints, etc. called to their attention by the club members; and serve on various committees appointed by the Chairman. They will act in an advisory capacity to the Commanding Officer. The purpose of the group is to observe the overall operations of the Mess, make recommendations for improvement therein, and advise the Commanding Officer concerning extraordinary expenditures, in accordance with NAVSECGRUACTINST 1710.5.

b. Commissioned Officers' Mess (Open) Advisory Group. This group, which consists of at least three officers appointed by the Commanding Officer, will act in an advisory capacity to the Commanding Officer. Its purpose is to observe the overall operations of the Open Mess; to make recommendations for improvements therein; and advise the Commanding Officer concerning extraordinary expenditures, in accordance with NAVSECGRUACTINST 1710.5.

c. Community Relations Council. This council shall function in an advisory capacity to the Commanding Officer to ensure that all Navy policies related to community relations are carried out at this Command. The council shall be composed of any interested personnel and shall meet monthly to develop and share ideas that will foster harmonious community relations and to provide a forum for the discussion of community relations, as delineated in OPNAVINST 5720.44.

d. Enlisted Mess (Open) Advisory Group. This group, which is composed of representatives from departments and Tenant Activities, provides the enlisted members of the Command an opportunity to participate in the operation of the Mess and provides the Commanding Officer with a representative group to reflect the desires of the enlisted personnel in regard to their Mess. The advisory group will observe the operation of the Mess and make recommendations concerning improvement. Meetings will be held monthly and information will be passed to members at general meetings. The advisory group will be governed by NAVSECGRUACTINST 1710.5.

e. Enlisted Examining Board. The enlisted examining board is responsible for examining eligible, recommended enlisted personnel for advancement in rating within the enlisted rating structure. This board will administer and conduct all examinations for advancement in rating. The senior member of the board shall schedule and instruct the other members of the board in their duties and maintain custody and accountability for all advancement examinations administered by this command.

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f. Human Relations Council (HRC)

1. Basic Functions. To aid the Commanding Officer in ensuring that all Navy policies relating to human relations and equal opportunity (HR/EO) are carried out at this Command. The HRC will perform the following functions as discussed in SECNAVINST 5720.44.

a. Assist the Command in the dissemination of information relating to Navy Equal Opportunity Programs and Policies.

b. Provide a forum for discussion of human relations matters or problems which cut across divisional lines.

c. Examine incidents and situations where tensions, dissensions or discrimination may exist and propose corrective action.

d. Monitor the effectiveness of the Command's Affirmative Action Plan/Command Action Plan and develop recommended modifications and revisions thereto, as necessary to ensure its effectiveness.

2. Organization

a. The HRC will be composed of 12 members of different racial and ethnic groups, including both male and female members representing a cross section of all ages, ranks, rates, and elements within the Command.

b. The HRC will accept nominations for council membership from departments and staff elements, and recommend new members to the Commanding Officer to fill council vacancies. The Commanding Officer will appoint the members of the council.

g. Miscellaneous Funds Audit and Inventory Board. The Miscellaneous Funds Audit and Inventory Board shall conduct quarterly audits of non-military command sponsored private activities such as Saddle Club, scouting organizations and Wives Clubs, coke and coffee messes, etc. Results will be submitted in writing to the Commanding Officer.

h. Monies Audit Board. The Monies Audit Board will determine that all government property and monies are accounted for and are properly managed; that personnel are familiar with and adhere to regulations and instructions; and determine if any irregularities exist which require correction. The Monies Audit Board will conduct the following routine monthly or quarterly audits in accordance with current directives and report results to the Commanding Officer:

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- (1) Disbursing Cash Verification
- (2) Post Office Funds
- (3) Imprest Funds
- (4) CPS Petty Cash Fund and CPS Change Fund (R)

i. Internal Review Boards. Internal Review is the conducting of special audits, studies, and investigations of financial operations and the use of Command resources to detect deficiencies in proprieties and inefficiencies, and to provide recommendations in order to correct conditions that adversely impact on financial management, mission accomplishment, or the integrity of the Command. As internal review is a fundamental element of comptrollership, responsibility for over seeing the program is assigned to the Supply/Fiscal Officer. The Internal Review Boards will function under the following guidelines:

(1) The Supply/Fiscal Officer will coordinate with the Commanding Officer on schedules and subject areas to be covered. Recommendations to appropriate areas for internal review will also be solicited from department heads. In general, the Command internal review instruction will include a preliminary schedule of audits of non-appropriated fund activities (annual review) and audits/analyses/inspections of appropriated fund, command functions (3 year review cycle). However, this schedule may be modified as required.

(2) The Internal Review Board may complement but should not intentionally duplicate the functions of already existing audit boards.

(3) Each Internal Review Board will be comprised of at least one commissioned officer and one Senior enlisted person assigned by the Commanding Officer. Additional personnel may be assigned at the request of the Senior member of the Review Board.

(4) All assignments to conduct Internal Review functions, including constitution of Internal Review Boards, will be made by the Commanding Officer

j. Navy Exchange Advisory Board. The objective of this board is to establish a customer relations mechanism designed to improve communications between management and the patrons to identify and respond to customer requirements and complaints. Composition will be representatives from the various Command departments and tenant activities and appointed dependent representatives. The Board shall meet at least once per quarter.

k. Physical Security Review Committee. This committee is established to ensure a viable physical security program for the Command. Security problems peculiar to this Command will be assessed and procedures developed to combat weaknesses. Guidance will be OPNAVINST 5510.1 and 5510.45 series.

l. Recreation Committee. Consists of enlisted departmental representatives detailed to review and comment upon the recreation program. The senior enlisted member appointed will act as Chairman. The Recreational



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Services Department Head or his designated representative shall attend the meetings of the Committee for the purpose of supplying information relative to recreation fund directives and the availability of funds, but shall not have a vote. Another member designated by the Commanding Officer, will serve as Secretary of the Committee and will be non-voting. Amplification of the procedures and duties of the Recreation Committee is contained in the Special Services Manual (BUPERSINST 1710.11).

m. Recreation Council. Consists of officers appointed by the Commanding Officer to oversee all aspects of the recreation program. Officer in Charge, U. S. Naval Radio Receiver Facility shall be one of the designated officers. The Recreational Services Department Head shall attend Council meetings in an advisory capacity; he shall have no vote. He will also provide secretarial services to the Council. A representative of the Recreation Committee may attend the Council meetings for information purposes. Amplification of the procedures and duties of the Recreation Council is contained in the Special Services Manual (BUPERSINST 1710.11).

n. Safety Council. The Safety Council convenes to develop recommendations for policy in safety matters and analyze progress of the overall safety program as well as to enhance interdepartmental and host/tenant communication in accident prevention at division and work center levels. The Executive Officer serves as Chairman of the Safety Council.

o. Sailor of the Quarter Selection Board. This Board is established to select each quarter, the best enlisted member according to the member's performance of duty and according to the schedule established as set forth in NSGAINST 1616.2C. Composition of the Board will be the Master and Senior Chief Petty Officers of the Command. The Board will be augmented by an E7 from each department not having an E8 or E9 assigned. The Command Master Chief will be chairman.

p. Station Planning Group. Members include the Executive Officer (Chairman), Operations Officer, Supply and Fiscal Officer, Electronics Maintenance Officer, Officer in Charge, NRRF, and the Public Works Officer (Recorder). Other command representatives may be invited to meetings at the call of the Chairman. The Group shall review the Military Construction Program annually with the aim of compiling an integrated priority list to be submitted to higher authority for approval. The Group shall meet at the call of the Chairman to consider specified minor construction and alteration projects that are within the funding authority of the Commanding Officer. Results will be reported to the Commanding Officer. (R)

q. UPH Council. The UPH Council is established to coordinate and act as liaison in UPH matters between occupants of the UPH and the Commanding Officer. The Council will be composed of a Chairman and at least five UPH occupants.

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r. Youth Activities Council. The Chaplain will serve as Chairman of this Council and will select seven volunteers to serve on it. The Chairman will report directly to the Commanding Officer. The MWR Department Head will attend Council meetings as an observer and advisor. The Chairman may invite youth representatives to present ideas and recommendations to the Council. The Council will plan, organize, direct and control a broad and flexible program of youth activities which contribute to the mental and physical well-being and cultural awareness of participating youth.

3. See NSGAINST 5354.1A for further guidance.

(R)

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## Section 7

## Other Organizational Elements

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1701 Marine Guard Officer, Marine Guard Unit  
1702 Resident Assistant Navy Exchange Officer  
1703 Naval Hospital Roosevelt Roads Branch Dispensary  
1704 Branch Dental Clinic, NRDC Roosevelt Roads  
1705 Manager, Consolidated Package Store Branch Store  
1706 Personnel Support Activity Detachment, Sabana Seca

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1701 Marine Guard Officer, Marine Guard Unit, Sabana Seca

1. Basic Functions. The Marine Guard Officer, Marine Guard Unit (04) in his primary duty is under the operational control of the Commanding Officer and shall be an advisor to the Commanding Officer in matters pertaining to external security and matters affecting the Marine Guard Unit. He shall be a member of the NAVSECGRUACT Physical Security Review Committee.

2. Duties, Responsibilities and Authority

- a. Be responsible for the perimeter security of the Command.
- b. Provide Marine sentries for the gates and perimeter of the Command.
- c. Supervise the proper execution of the orders and instructions relative to the guard posts.
- d. Direct the operation of assigned personnel as prescribed by Marine Barracks Roosevelt Roads directives.
- e. Provide the NAVSECGRUACT Quarterdeck, via the Senior Watch Officer, with a copy of the Marine Guard Standing Orders and changes thereto. (R)

3. Organizational Relationships

- a. The Marine Guard Officer, Marine Guard Unit functions within the Command at the Department Head level.
- b. The relationship between Navy and Marine Commands at NAVSECGRU Activities where Marines are stationed, as promulgated by the Chief of Naval Operations is as follows:

(1) The Navy Commanding Officer has command over all Marine Corps personnel assigned at the Command.

(2) Command of Marine Barracks personnel is exercised through the Commanding Officer, Marine Barracks Roosevelt Roads, Puerto Rico and the Marine Guard Officer, Marine Guard Unit, Sabana Seca, Puerto Rico.

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(3) In matters pertaining to Marine Corps administration and training, the Marine Guard Officer reports via the Marine Corps chain of command.

1702 Resident Assistant Navy Exchange Officer (RANEO) (05)

1. Basic Functions. The Resident Assistant Navy Exchange Officer is the principal resident advisor to the Commanding Officer in matters affecting the Sabana Seca Navy Exchange and in Navy Exchange matters in general. The Navy Exchange Officer, Roosevelt Roads, reports to the Commanding Officer on an additional duty basis as advisor on Navy Exchange matters.

2. Duties, Responsibilities and Authority. In addition to those general duties prescribed by the Navy Exchange Manual or Exchange Officer, U. S. Naval Station, Roosevelt Roads, the Resident Assistant Exchange Officer shall:

a. Advise the Commanding Officer on matters concerning questions of the Sabana Seca Navy Exchange which affect customer service, civilian employee relations, safety of personnel or security of assigned equipment and spaces.

b. Maintain custody, care and protection of buildings and furnishings provided by the Command.

c. Serve as Division Officer for enlisted personnel assigned to the Sabana Seca Navy Exchange as specified in Article 1402 of this manual.

d. Serve as an advisor to the Commanding Officer on Navy Exchange matters in general.

3. Organizational Relationships. Details on the functions, duties, responsibilities, authority and organizational relationships of the Resident Assistant Navy Exchange Officer are contained in the Navy Exchange Manual of 21 January 1954. Amplification of these is as follows:

a. The Resident Assistant Navy Exchange Officer functions within the Command at the Department Head level.

b. The Resident Assistant Navy Exchange Officer reports for duty to the Commanding Officer, NSGA Sabana Seca.

c. As Resident, he is fully responsive to the Exchange Officer, U. S. Naval Station, Roosevelt Roads, Puerto Rico, for the efficient operation of the Branch Exchange, Sabana Seca.

1703 Medical Officer, U. S. Naval Hospital Roosevelt Roads, Branch Clinic Sabana Seca (06)

1. Basic Functions. The Naval Hospital Roosevelt Roads, Branch Clinic, Sabana Seca is a component of U. S. Naval Hospital Roosevelt Roads.

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The Medical Officer is assigned to Commanding Officer, NSGA Sabana Seca for additional duty. In addition to the primary duty, the Medical Officer shall be the principal advisor to the Commanding Officer in medical matters.

## 2. Duties, Responsibilities and Authority

- a. Direct the operations of assigned personnel as prescribed by higher authority.
- b. Ensure security, safety, fire protection and fire prevention measures prescribed in NAVSECGRUACT Sabana Seca directives are strictly observed by assigned personnel.
- c. Maintain accountability of assigned personnel.
- d. Ensure that pertinent directives concerning the administration of the command are complied with by assigned personnel.
- e. Coordinate and provide in-patient and out-patient medical care, examination and treatment of authorized personnel and their dependents.
- f. Perform required physical examinations and maintain medical records of military and civilian personnel as authorized.
- g. Provide emergency medical care for occupational injuries and diseases of civilian personnel assigned to NSGA Sabana Seca and all other tenant activities.
- h. Provide industrial and environmental medical support and food inspection services.
- i. Maintain custodial responsibility for buildings, grounds, vehicles and material provided by the Command as agreed to in the Host/Tenant agreement between NSGA Sabana Seca and Naval Hospital Roosevelt Roads.
- j. Serve as the principal advisor to the Commanding Officer, NSGA Sabana Seca in all matters affecting the above Host/Tenant agreement.

## 3. Organizational Relationships

- a. The Medical Officer functions within the Command at the Department Head level.
- b. The Medical Officer is directly responsible to the Commanding Officer, U. S. Naval Hospital Roosevelt Roads for the efficient operation of the Branch Dispensary Sabana Seca; and reports to the Commanding Officer, NSGA Sabana Seca for additional duty.

1704 Dental Officer, Naval Regional Dental Center Roosevelt Roads, Branch Dental Clinic (07)

1. Basic Functions. The Branch Dental Clinic is a component of Naval Regional Dental Center, Roosevelt Roads.

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2. Duties, Responsibilities and Authority

- a. Perform the duties of Head, Branch Dental Clinic as directed by Commanding Officer, Naval Regional Dental Center, Roosevelt Roads.
- b. Be responsible for preventing and controlling dental diseases and supervising dental hygiene and for advising the Commanding Officer in all matters pertaining thereto.
- c. Maintain liaison with civilian and military medical authorities within area of responsibility.
- d. Coordinate with Commanding Officer, Naval Regional Dental Center, Roosevelt Roads on matters of mutual concern.
- e. Implement and maintain a preventive dentistry program.

3. Organizational Relationships

- a. Reports as Head, Branch Dental Clinic to Commanding Officer, Naval Regional Dental Center, Roosevelt Roads as directed by OPNAVNOTE 5450 of 16 April 1975.
- b. The Dental Officer functions within the Command at the Department Head level.

1705 Consolidated Package Store, Manager (02)

1. Basic Functions. The Consolidated Package Store, Sabana Seca, is a branch store of the Consolidated Package Store, Roosevelt Roads. The manager, an employee of the Naval Security Group Activity, Sabana Seca is the principal resident advisor to the Commanding Officer in matters affecting the Sabana Seca Package Store and in Consolidated Package Store matters in general.

2. Duties, Responsibilities and Authority. In addition to those general duties prescribed by Consolidated Package Store regulations, the Manager shall:

- a. Advise the Commanding Officer on matters concerning questions of the Sabana Seca Package Store which affect customer service, civilian employee relations, safety of personnel or security of assigned personnel and space.
- b. Maintain custody, care and protection of buildings and furnishings provided by the Command.
- c. Serve as an advisor to the Commanding Officer on Consolidated Package Store matters in general.

3. Organizational Relationship. The manager, Consolidated Package Store, Sabana Seca Branch reports directly to the Commanding Officer on matters affecting the management of the Branch Package Store, Sabana Seca.

12 JAN 1966

He is also fully responsible to the Manager, Consolidated Package Store, Roosevelt Roads, Puerto Rico for the efficient operation of the Branch Package Store, Sabana Seca.

1706 Personnel Support Activity Detachment, Sabana Seca, Puerto Rico (R)

1. Basic Functions. To provide pay and personnel services and maintain associated pay and personnel records to officer and enlisted naval personnel; to provide commands and activities with passenger transportation management information and other related support in accordance with OPNAVINST 1000.23A; and to perform such other functions and tasks as directed by Commanding Officer Personnel Support Activity, Norfolk, VA.

2. Duties, Responsibilities and Authority.

a. Provide personnel administration, pay support and passenger transportation support to the individual service member and dependents.

b. Provide pay, and personnel management information to customer commands to assist in the effective management of personnel assigned.

c. Ensure the accuracy and timeliness of submission of pay, personnel, and passenger transportation data to NAVMILPERSCOM, and NAVFINCEN.

d. Support the mission and functions of the Personnel Support Activity, Norfolk, Virginia.

3. Organizational Relationship.

a. The Officer in Charge of PERSUPPDET, reports directly to and is responsible to Commanding Officer, Personnel Support Activity, Norfolk, VA.

b. The Officer in Charge of PERSUPPDET will function at the Department Head level keeping all levels of command at Sabana Seca advised on matters which require tasks to be performed jointly by PERSUPPDET and its customer command.

4. Educational Services. PERSUPPDET shall provide those services delineated in Article 501.7 of OPNAVINST 1000.23A.

## Chapter II

## Watch Organization

## Section 1

## Military Watches

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2101 Introduction  
2102 Command Duty Officer (CDO)  
2103 Officer of the Day (OOD)  
2104 Junior Officer of the Day (JOOD)  
2105 Messenger of the Watch (MOOW)  
2106 Public Works Duty Petty Officer  
2107 Duty Master-At-Arm/Security Patrol  
2108 Duty Hospital Corpsman  
2109 Duty Dental Technician

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2101 Introduction

1. This chapter defines the duties and responsibilities of persons assigned to command watches and provides for the assignment of personnel to the watch organization. Section 1 promulgates information concerning all watches except the Operations, Communications, Public Works (Engineroom), MWR, and Electronics Maintenance Departments watches. These comprise a regularly constituted rotating watch, and are covered in Section 2 of this chapter.

2. Article 0604 of U. S. Navy Regulations states that a commander shall take all practicable steps to maintain his Command in a state of readiness to perform its mission. In addition, various services must be provided in order that command facilities will be fully used. Military watches are a necessary part of every Navy man's training and responsibility; therefore, it is necessary to have available, continuing, current listings of these personnel. Normally, all enlisted personnel, other than regularly assigned watchstanders, are eligible for, and are required to stand military watches. The military watches in this section are distinct and apart from functional assignments.

3. Article 0861 of U. S. Navy Regulations states, in part, "In the event of incapacity, death or absence of the Commanding Officer or Officer in Charge of a naval shore activity not otherwise provided for in these regulations, the officer next in rank shall succeed him." Article 1102 of this manual provides information on succession to command at this Command. "Command" is construed to mean all structures, equipment, material and land within the geographical limits of the Operations and Support Sites at U. S. NAVSECGRUACT Sabana Seca.

4. The following Command Military Watch Organization is established and will be discussed in subsequent Articles in this section. Detailed guidance is contained in NAVSECGRUACTINST 1601.1. (3)



- a. Command Duty Officer (CDO)
- b. Officer of the Day (OOD)
- c. Junior Officer of the Day (JOOD)
- d. Messenger of the Watch (MOOW)
- e. Public Works Duty Petty Officer
- f. Duty Master at Arms/Security Patrolman (R)
- g. Duty Hospital Corpsman (R)
- h. Duty Dental Technician (R)

5. The Operations Officer is assigned as the SWO (Senior Watch Officer). (R) He is responsible for the preparation of the monthly CDO, OOD, JOOD and MOOW watch bills. The Command Watchbill Coordinator is responsible for training the OOD and JOOD and for coordinating the training of all other watchstanders except the CDO. The SWO shall train the CDO and originate standing orders for the watch, via the Executive Officer.

6. The Command Watch Bill Coordinator is the senior enlisted (R) person who stands military watches at the Command. The Command Watch Bill will be prepared monthly by the Command Watch Bill Coordinator, for the SWO's approval, at least five working days before the effective date, normally the first day of each month. Prior to the 20th of each month, department heads and division officers and tenant activity OIC's will submit to the Command Watch Bill Coordinator the names and rates of those E1 through E9 personnel who are not regularly assigned as functional watchstanders, for assignment to the Command's military watchbill. The department's availability lists will include the names of personnel assigned monthly duty in X division. Certain individuals, by virtue of their primary assignment, may of necessity be excused from the military watches. Requests for excuse will be submitted to the Executive Officer via the SWO for determination on an individual basis. The submitted availability lists will include anticipated arrivals and indicate those personnel changing from one watch list to another (e.g. MOOW to JOOD), to facilitate assignment of indoctrination watches. Personnel whose regular duty assignments require special assignment (e.g. eve watches only) will be indicated on each month's availability list.

a. Subsequent to SWO approval of the monthly watchbill, (R) watch standbys for personnel granted regular leave or TAD, other than short notice, will be assigned by the granting department head from within departmental resources, informing the Command Watch Bill Coordinator.

7. Personnel may be relieved from a scheduled watch by a supernumerary only in the case of:

- a. Sickness
- b. Emergency leave; or

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c. Absence from the station on short notice TAD (Temporary Additional Duty). (R)

d. Personnel standing OOD, JOOD, and MOOW will not be assigned watches when scheduled for regular leave. CDO's are required to provide their own relief when taking regular leave. (R)

8. A separate supernumerary list shall be maintained for each watch. (R)

a. The CDO supernumerary lists will be non-rotating, with the individual at the top of the list assuming the next unscheduled watch relief of an assigned CDO. Unscheduled watch reliefs are considered to be appropriate for emergency leave situations, non-programmed TAD, extended TAD (30 days or more), sickness (with appropriate limited duty or no duty chit) or any situation deemed necessary by the SWO. (R)

b. The OOD supernumerary list will be alphabetically arranged, and rotate monthly with the individual at the top of the list moving to the bottom. OODs will be removed from the supernumerary rotation once they have stood a relief watch for unexpected reasons until all OODs have stood a relief watch. At that time the full OOD supernumerary list shall be reconstructed. Appropriate unexpected reasons are considered to be sickness (with appropriate limited duty or no duty chit), emergency leave, non-programmed TAD of the assigned OOD, or any situation deemed necessary by the SWO. The OOD watchbill will be adjusted in formulation to accommodate leave and TAD that is indicated in the watchbill availability lists. OODs will arrange for their own reliefs for leave scheduled after availability lists have been submitted, keeping the SWO and CWBC informed. (R)

c. The MOOW and JOOD supernumeraries shall be assigned equitably for individual duty days on the monthly watchbill. The MOOW and JOOD supernumeraries will be in the standby status on that day to stand a watch in the event of an unexpected absence of the assigned watchstander, or may be required to assume the watch in the event of official duties requiring the assigned watchstander to be absent from the Quarterdeck (e.g. driving the ambulance) or to augment the watch, if required. In the event the supernumerary is assigned a full watch on his supernumerary day in advance of that duty day, the appropriate supernumerary for the following day will be assigned as supernumerary for the gapped day, in addition to retaining the original assignment. MOOW and JOOD supernumeraries shall muster with the Quarterdeck at 0730 on their duty day, either in person or by phone. They will be available for relief of the watch on fifteen minutes notice and be available for contact by the Quarterdeck at all times throughout the duty day. Personnel residing off-station with no means of contact will remain on-station during days assigned as a supernumerary. The OOD bunk room will be used for berthing, if necessary. (R)

9. CDO's shall request duty exchanges and standbys from the Senior Watch Officer. Other personnel desiring exchange of duty or standby shall submit a special request form via their Department Head to the Command Watch Bill Coordinator. Upon approval, the Command Watch Bill Coordinator shall notify the Administrative Office (POD Yeoman) and the Quarterdeck in order that changes may be effected to the Plan of the Day and the Quarterdeck Watch List. (R)

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10. While it is recognized that there are personal benefits (R) to be achieved by maintaining a continuous watch rotation, the changing watchstander availability from month to month necessitates nearly complete reconstruction of the OOD, JOOD, and MOOW watchbills each month. The Command Watch Bill Coordinator maintains records of watches stood and assigned and ensures equitable distribution of assignments among personnel standing military watches, but consistency of the intervals between watches from month to month cannot be assured.

11. Personnel normally will not be assigned military watches (R) during their initial and terminal fourteen days at the Command.

12. The SWO and CWBC will review the Quarterdeck PDL and Trouble (R) Logs regularly to ascertain problems with the watch for corrective action.

#### 2102 Command Duty Officer (CDO)

1. Basic Functions. The CDO is the primary representative of the Commanding Officer.

#### 2. Duties, Responsibilities and Authority

a. The Command Duty Officer will be an officer, master chief petty officer, or senior chief petty officer fully qualified for assignment to CDO duties and assigned to such duties by the Executive Officer. He is responsible for the proper routine functioning of the command. Orders issued by the Command Duty Officer shall be considered as emanating from the Commanding Officer. The period of duty shall be from 0730 to 0730. The principal assistant to the CDO is the Officer of the Day (see paragraph 2103). The Command Duty Officer shall be in the uniform of the day while actually performing duties.

b. Except as specified in this sub-paragraph, <sup>Support Site</sup> (R) the Command Duty Officer will normally stand duty at the ~~Operations Site~~ <sup>Support Site</sup>. On normal weekday working days when the Executive Officer is present at the Support Site, the CDO may execute normal work duties. Under such circumstances, the Executive Officer will function as the CDO during the hours of 0730-1600, and the OOD or JOOD will notify the Executive Officer directly of emergency matters requiring action, and then notify the CDO at the Operations Site. The CDO may depart the Support Site for short periods on weekends and from 1600 to 0730 on weekdays to conduct necessary business at the Operations Site or for an inspection tour.

c. It is incumbent upon the CDO to ensure that he is kept fully informed by his Duty Section. In cases of serious accidents, fires, alert readiness conditions, power failures, hurricane conditions, riots, sabotage or any other occurrences which adversely affect the performance of the assigned mission, the CDO shall ensure prompt action and notification of Command in accordance with pertinent instructions.

d. When the Commanding Officer and the Executive Officer are absent from the station, the CDO has the authority to release messages. The releasing authority and specimen signatures shall be kept at the Communications Center.

12 JAN 1969

e. In the absence of the Commanding Officer the CDO is authorized to order searches involving military personnel and areas under jurisdiction of the Commanding Officer, U. S. Naval Security Group Activity, Sabana Seca. This authority will be exercised with utmost discretion and any such searches will be conducted in complete compliance with command directives and paragraph 152 and Article 31, Appendix 2, Manual for Courts Martial, United States, 1969, revised.

f. The CDO shall ensure that incidents of a serious nature are reported to COMNAVFORCARIB Duty Officer.

g. A Station Journal, maintained by the OOD, will note appropriate events occurring during the period of duty and shall be signed by the Command Duty Officer upon relief.

h. After the setting of the day watch and debriefing of (R) the off-going watch, the relieved CDO shall immediately notify the Executive Officer, either in person or by phone, of any occurrences of interest. When the end of a duty period falls on a Saturday, Sunday or holiday, the report shall be made on the next working day. In the absence of the Executive Officer, the report will be made to the Commanding Officer.

i. He shall sample the noon meal served in the Enlisted Dining (R) Facility for quality and quantity and make appropriate remarks on the inspection report. The Executive Officer will sample the noon meal on weekdays unless the CDO is notified to the contrary.

j. He shall inspect the UEPH, EM Club, CPO Club and the (R) Officers Club (if open) at least once during the eve watch.

k. He shall tour the Support Site and the area beyond Stone (R) Road Gate with the DMAA prior to sunset.

3. Eligibility. Personnel eligible for CDO watches are those officers, master chief petty officers and senior chief petty officers designated by the Executive Officer.

a. Prospective CDOs will complete the following prior to (R) standing a watch.

(1) One or two (as appropriate) indoctrination watches with the SWO or CWBC.

(2) The CDO syllabus (to be completed within three weeks of reporting aboard).

(3) Certification by the SWO of suitability for assignment.

b. Once certified to be qualified for assignment, the SWO will draft and forward to the Commanding Officer the CDO's designation letter.

4. Organizational Relationships

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a. The CDO shall report immediately to the Commanding Officer and Executive Officer all matters or occurrences of an emergency nature which are considered to adversely affect the security, safety or conduct of the activities and personnel of the command; if deemed appropriate, submit a written memorandum report to the Commanding Officer via the Executive Officer.

b. All military watches (as indicated in subsequent articles of this section) report to the CDO, normally via the OOD. All operational watches (as indicated in Section 2) report to the CDO, normally via the OWC and the OOD. (R)

c. The SWO is responsible for training the Command Duty Officer and originating standing orders to the CDO and OOD. (R)

### 2103 Officer of the Day (OOD)

1. Basic Functions. The OOD is the principal assistant to the CDO.

2. Duties, Responsibilities and Authority. Orders issued by the OOD shall be considered as emanating from the CDO. The CDO may, at his discretion, delegate to the OOD the authority to act for the CDO in matters pertaining to the routine functioning of the command. The OOD shall be in the uniform of the day while actually performing duties. The hours of duty are from 1600 to 0730, Monday through Friday and 0730 to 0730 Saturdays, Sundays and holidays. The Security Chief will function as OOD 0730 to 1600 on normal working days. The OOD will stand his watch at the Quarterdeck and will perform the following duties:

a. Report to the Quarterdeck 15 minutes prior to assuming the watch to receive any special instructions and to become familiar with any changes in standing instructions. (R)

b. Muster the military watches under direct supervision and pass the word pertaining to the watch.

c. Ensure that the Quarterdeck is manned at all times.

d. Carry out all duties assigned in Standing Orders.

e. Ensure that the Military Duty Section properly carries out assigned duties.

f. Upon being notified of a fire, take action to notify the CDO and Commanding Officer, and carry out the procedures specified in the Fire Protection and Prevention Bill.

g. Promptly notify the CDO of any NSGA Sabana Seca personnel absent without proper authority.

h. Initiate appropriate action to ensure the internal security of the Command, its cleanliness and appearance, proper conduct of Command personnel and protection of government property.

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i. Inspect, or cause to be inspected, the UPH between 1600 and (R) 2200, and half hourly from 2200 to 0600 to ensure that proper standards of conduct are maintained, that fire hazards do not exist and that maximum security of personnel and property are maintained.

j. Maintain the Station Journal and ensure that it is accurate and complete.

k. Ensure that all requests for assistance from civil authorities are promptly referred to the CDO.

l. Ensure that the Fire Phone is tested daily at 0805.

m. Ensure that the <sup>Emergency Radio System</sup> ~~Emergency Radio System~~ is checked daily at 0800 and 1600.

n. Approve essential off-station transportation outside of normal working hours.

o. Muster personnel placed in a restricted status.

p. Bring to the attention of the CDO all matters of a serious or unusual nature. Riots, fires, automobile accidents involving government vehicles, damage to government property, serious injuries to station personnel including dependents, factors which relate to the inability of the station to perform the assigned mission, or similar situations shall be construed as falling in this category.

q. Ensure message traffic destined for the Communications Center is delivered as efficiently and expeditiously as possible.

r. The OOD, upon setting the mid-watch and ensuring that all activities on the Command are under control, may retire to his quarters or the OOD Bunk Room.

s. Sample the evening meal served in the Enlisted Dining facility for quality and quantity and make appropriate remarks on the inspection sheet. (R)

t. Be qualified as an ambulance driver in the event the JOOD cannot be so assigned. (R)

u. Be attentive to the needs of the watch, advising the SWO or CWBC of areas that require corrective action or improvement. (R)

v. The weekday OOD will check the Quarterdeck Trouble Log and submit trouble calls to the PW Trouble Desk daily, follow-up to ensure action was completed and clear the Trouble Log of completed items. (R)

3. Eligibility. Personnel in pay grade E-7 assigned to the Military Duty Section shall perform the duties of the OOD. Prospective OODs will complete the following prior to standing a watch: (R)

12 JAN 1933

a. One or two (as appropriate) indoctrination watches as scheduled by the SWO. (R)

b. The OOD syllabus (to be completed within three weeks of reporting aboard). (R)

c. Certification by the CWBC of suitability for assignment, forwarded to the Executive Officer via the SWO. (R)

4. Organizational Relationships

a. The OOD reports to the CDO.

b. The Chief Master-At-Arms is responsible for training the Officer of the Day.

2104 Junior Officer of the Day (JOOD)

1. Basic Functions. The JOOD is a principal assistant to the OOD.

2. Duties, Responsibilities and Authority. The JOOD will perform such duties as the OOD or other competent authority may direct. He shall supervise the Messenger of the Watch in the proper performance of his duties and shall conduct frequent inspections of berthing and station areas as directed by the OOD. The JOOD shall be in the uniform of the day while performing duties unless directed to shift to the working uniform for special assignment. The hours of duty are from 0730 to 1600 (Day Watch), 1600 to 2400 (Eve Watch) and 2400 to 0730 (Mid Watch) daily. The JOOD will stand his watch at the Quarterdeck and will perform the following duties:

a. Report to the Quarterdeck 15 minutes prior to assuming the watch to receive any special instructions and to become familiar with any changes to standing orders. (R)

b. Assist the OOD and assume the duties of the OOD in his absence. Ensure the smooth functioning of the Command and coordinate routine activities in accordance with the plan of the day.

c. Log all disturbances and incidents in the OOD's Station Journal, including the time, personal identification and other pertinent data.

d. Keep the OOD informed of his whereabouts at all times.

e. Upon discovering a fire, being notified of a fire, or hearing a fire siren, report the event immediately to the Fire Department, report to the scene and take charge of sounding alarms, evacuating personnel from the area and mustering and supervising the firefighting team until relieved by fire department personnel. Assist the fire department personnel upon arrival at the scene as necessary.

f. Serve as duty driver and driver for the ambulance when directed. (R)

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- g. Enforce all station regulations.
- h. Supervise personnel assigned extra duty as result of NJP.
- i. Check the UPH area especially between 2200 and 0600. (R)
- j. Inspect the UEPH room, take custody of keys and issued linen, and issue service records to personnel checking out of the Command after normal working hours. (R)
- k. Oversee the execution of colors, including ensuring a time check is made with Building 85 prior to 0745.

3. Eligibility. Personnel in pay grades E-5 and E-6 assigned to the Military Duty Section shall perform duties as JOOD. Prior to certification by the CWBC and assignment as JOOD, prospective JOODs will complete the following: (R)

- a. Licensing to drive government vehicles, including authorization to drive emergency vehicles (i.e., the ambulance). (R)
- b. One or two full break-in watches on the eve watch, as assigned by the SWO. (R)
- c. The JOOD syllabus. (R)

#### 4. Organizational Relationships

- a. The JOOD reports to the OOD or other competent authority.
- b. The Messenger reports to the JOOD.
- c. The CWBC is responsible for training the JOOD. He will be assisted by the OOD and JOOD during the prospective JOOD's indoctrination watches. (R)

#### 2105 Messenger of the Watch (MOOW)

1. Basic Functions. The Messenger of the Watch will perform such duties as directed by competent authority. The primary purpose of this watch is to deter theft, locate and remove fire hazards, and report the outbreak of fires and disturbances.

2. Duties, Responsibilities and Authority. The MOOW will perform such duties as the JOOD or other competent authority may direct. The MOOW shall be in the working uniform of the day while performing duties unless directed to shift into the uniform of the day for special occasions. The hours of duty are as for the JOOD. The MOOW will perform the following duties: (R)

- a. Report to the Quarterdeck 15 minutes prior to assuming the watch to receive any special instructions and to become familiar with any changes to the standing orders. (R)



12 JAN 1963 0600 - 2200

(1) Operate the Command Switchboard.

(2) Perform duties as directed by the OOD or JOOD.

(3) After 1600, conduct an hourly fire, security and good order patrol of the UPHs, unless the patrol is taken by the JCOD, OOD or CDO. Immediately report any unusual circumstances. (R)

c. 2200 - 0600

(1) Conduct a half hourly fire, security and good order patrol of the UPHs, unless the patrol is taken by the JOOD, OOD, or CDO. Immediately report any unusual circumstances.

(2) Perform other duties as prescribed by the OOD or JOOD.

d. Switchboard Duties

(R)

(1) Incoming seven-digit calls: activate the recorder prior to lifting the receiver; if the call does not require recording (i.e. bomb threat, terrorist call, police report, etc.), deactivate the recorder and rewind it to start after the call is completed; patch calls to three-digit lines as requested; take messages for UEPH residents or call them to the phone if of an emergency nature; take urgent messages for housing residents for delivery by the DMAA; incoming calls or queries regarding Marine Corps personnel will be patched to the Sergeant of the Guard (X221/322).

(2) Incoming three-digit calls: answer the phone; patch to seven digit lines after ascertaining from the caller the caller's name, three digit number, and that the call is official business; outgoing long-distance calls will not be permitted without the approval of the OOD; all long distance calls shall be logged in accordance with NAVSECGRUACTINST 2305.3 with logs forwarded by the CMAA to the Executive Officer weekly.

e. Clean the Quarterdeck during each midwatch, to include vacuuming, swabbing, dusting and emptying all trash receptacles. The deck will be waxed every Wednesday and Sunday midwatch. (R)

3. Eligibility. Personnel assigned to the Military Duty Section in paygrades E-4 and below shall perform the duties of the Messenger of the Watch. Prospective MOOWs will be assigned one full indoctrination eve watch prior to being assigned to a regular watch. Prospective MOOWs shall obtain a government driver's license, including emergency vehicle authorization (i.e. ambulance), to permit duties as ambulance driver if the JOOD is unable to do so. (R)

4. Organizational Relationships

a. The Messenger of the Watch reports to the JOOD or other competent authority.

b. The MOOW, JOOD and OOD assigned to the prospective MOOW's indoctrination watch are responsible for training the MOOW. (R)

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2106 Public Works Duty Petty Officer

1. Basic Functions. The Public Works Duty Petty Officer provides essential Public Works services and emergency maintenance and repair outside of normal working hours.

2. Duties, Responsibilities and Authority. The Public Works Duty Petty Officer is the direct representative of the Public Works Officer. All personnel subject to the orders of the Public Works Officer shall be subordinated to the Duty Petty Officer while the latter is in the performance of his duties.

a. The PWDPO shall be responsible to the OOD for all matters pertaining to Public Works during his duty. He shall stand his duty at the Public Works Dispatch Office, Building 26, or will keep the OOD or JOOD informed of his location at all times.

b. Maintain the Public Works Duty Log, logging all trouble calls and other items of significance. On receiving trouble calls, the PW Duty Petty Officer shall determine the urgency of the trouble and either accomplish the action or refer it to the trouble desk for accomplishment during working hours. Trouble calls shall be accomplished by the PW Duty Petty Officer or by contacting the appropriate on-call petty officer. (In addition to the Public Works Duty Petty Officer, the Public Works Officer will have on-call an electrician, a wrecker operator and a utilitiesman.) The PWDPO shall exercise extreme tact and courtesy in dealing with persons making trouble calls and refer any coordination problems to the OOD.

c. Perform overall supervision of transportation and the dispatching of official vehicles when approved by APWO or PWO. After normal working hours only, the CDO or OOD may authorize the dispatch of official vehicles off-station.

d. Monitor the security of Public Works facilities and equipment, ensuring that all unnecessary lights and equipment are turned off; buildings are secured; and only authorized personnel enter or use Public Works facilities.

e. Upon securing the watch (on work days), deliver the log book and make a verbal report to the Public Works Chief.

f. Carry out instructions in case of fire in accordance with NSGAINST 11320.1B.

3. Eligibility. Military personnel assigned to the Public Works Department who are not assigned other watches will stand PWDPO.

4. Organizational Relationships. The PW Duty Petty Officer reports to the OOD.

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## 2107 Duty Master-At-Arms/Security Patrol

1. Basic Functions. Master-at-Arms/Security Patrol duty personnel are tasked with maintaining law and order aboard the Command, and providing basic security and law enforcement services.

2. Duties, Responsibilities and Authority. The Duty Master-at-Arms/Security Patrol is the direct representative of the Chief Master-at-Arms and will perform such duties as he may direct, including:

a. Providing preventive/deterrent patrol of the Command, to include prescribed physical security checks of buildings and gates. Patrol of outlying federal property will be performed during daylight hours.

b. Enforcement of traffic regulations, to include issuance of warnings or citations.

c. Performance of escort functions.

d. Supervision of helicopter landing operations.

e. Control of stray animals.

f. Performance of preliminary investigations of offenses or accidents occurring on government property.

3. Eligibility. Military personnel assigned to the Security Division, of paygrade E4 or above, who are qualified to carry and use issued weapons, may stand Master-at-Arms/Security Patrol duties. In addition, military personnel assigned to other departments may be qualified by the Chief Master-at-Arms to stand duties as Auxiliary DMAA/Security Patrol.

4. Organizational Relationships. Master-at-Arms/Security Patrol duty personnel report to the OOD during periods when the Chief Master-at-Arms or the Security Division Leading Petty Officer are not in attendance.

## 2108 Duty Hospital Corpsman

1. Basic Functions. The Duty Hospital Corpsman provides essential Branch Medical services outside of normal working hours.

2. Duties, Responsibilities and Authority. The Duty Hospital Corpsman will perform such routine duties as may be directed by the Medical Officer, and will respond to requests for emergency medical care from the CDO, OOD, JOOD, or other personnel in a position of authority. Situations requiring emergency medical attention are defined as: a traumatic experience or injury, sudden onset of injury, or a life/limb threatening situation. The Duty Hospital Corpsman will decide whether an illness is an emergency; and will either refer the case to the next sickcall, provide appropriate medical treatment, or request assistance from the Medical Officer. The Duty Hospital Corpsman assumes the watch upon the securing of the Medical Clinic after normal working hours or on weekends or holidays, and will inform the Quarterdeck of his/her whereabouts at all times until the return of the Clinic day-working staff. On weekends and holidays, the Duty Hospital Corpsman watch is changed at 0700.

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2109 Duty Dental Technician (DDT)

(R)

1. Basic Functions. The Duty Dental Technician provides essential Dental Clinic services outside of normal working hours.

2. Duties, Responsibilities and Authority. The DDT will perform such routine duties as may be directed by the Dental Officer. With respect to the Command Watch, the DDT will perform the following:

a. Make a security inspection of the Dental Clinic on Saturday prior to 1200.

b. Report to the Quarterdeck/Dispensary when directed by the OOD or JOOD, to determine if emergency dental work will be required in the event of automobile or other accidents; notify the Dental Officer and/or NAVSTA Roosevelt Roads Duty Dental Officer, as appropriate.

c. Evaluate personnel with requirements for urgent dental treatment after working hours, providing temporary emergency treatment and/or notifying the Dental Officer, as appropriate.

d. Provide the Quarterdeck with on-base location and phone number (if available); check out and in with the Quarterdeck before and after returning to the base; be available by telephone while off-base or check in with the Quarterdeck every two hours.

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## Section 2

## Operations Building Watch Organization

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2201 Introduction  
2202 Operations Watch Chief (OWC)  
2203 Operations Site Watch Supervisors

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2201 Introduction

1. This section defines the duties and responsibilities of key persons assigned to regularly constituted, rotating watches within the Operations Building.

2. Personnel are assigned to watch sections by department/division officers charged with promulgating and keeping watch bills.

3. Classified instructions for the performance of these watches are set forth in directives and standing orders.

2202 Operations Watch Chief (OWC)

1. Basic Functions. The OWC is charged with the overall supervision of the Watch Section to ensure that all aspects of the operational mission are satisfactorily completed and that proper military regimen is sustained.

2. Duties, Responsibilities and Authority. The OWC will (R) constantly monitor the conduct of the command operational mission to ensure it is executed effectively and correctly. Toward this end, he is militarily and professionally responsible for the watch personnel of the three command departments within the operations building. The OWC will remain within the Operations Site complex, which includes the grounds within the antenna array. He will notify the CDO (Command Duty Officer) via the Quarterdeck of any situation which calls him away from his duty station and request immediate assistance if necessary. As the military senior on watch within the Operations Building and as the Operations Site link with the command watch organization, the OWC will keep the CDO informed of any condition which affects the ability of the Command to fulfill its operational mission or of any unusual or emergency situation. The administrative chain of command for the OWC is through the Operations Department Chief to the Operations Officer. The OWC is accountable to the chain of command for all activity in the Operations Building and is entrusted with requisite authority. In addition to the above, the OWC is responsible for the following:

a. The conduct of operations and the attentiveness and alertness of individuals on watch.

b. Initiating actions to deal with unusual situations ranging from scheduled power outages to unscheduled conditions that threaten the Command's ability to perform its operational mission.

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c. Familiarity with all instructions, standard operating procedures and other guidance provided for OWC use.

d. Ensuring that the watch section is properly indoctrinated and capable of responding to non-routine as well as routine situations.

e. Reviewing incoming messages and notifying the appropriate operational element or the OOD of those items requiring prompt attention.

f. Releasing operational traffic in accordance with current directives, ensuring accuracy in message addresses, format, classification and content.

g. Informing the CDO, Operations Officer and Operations Chief, as appropriate, of significant developments and correspondence.

h. Maintaining the cleanliness and material conditions of the Operations Building and reporting to the Operations Officer required actions beyond the ability of watch section accomplishment.

i. Ensuring that conditions which adversely affect the health, welfare and morale of personnel in the Operations Building are immediately corrected, and reporting to the OOD or Operations Officer, as appropriate, those required actions beyond the capability of the watch section.

j. Ensuring that all routine watch evolutions such as clean-ups, working parties, and incinerator use are carried out effectively.

k. Maintaining a log of all pertinent events to provide a permanent record of unique operational matters and of incidents which relate to personnel morale and security.

l. Preparing the Daily Status Report in accordance with NAVSECGRUACTINST 3120.1.

m. Acting as custodian of the Operations Building key file and technical publications library.

n. Attending and participating in meritorious ceremonies involving personnel in his watch section.

o. Being a link in the chain of command for forwarding special requests that involve leave or special liberty. Such is necessary so that the OWC can maintain current emergency assignment bills for his section.

3. Eligibility. The OWC will be at least a first class petty officer. OWCs will normally be provided from Operations Department resources; however, this does not preclude assignment by the Executive Officer of personnel from the Communications or Electronics Maintenance Departments. A staffing factor will be provided from a pool of personnel who have previously served as OWC or have undergone OWC training. This supernumerary list will rotate as personnel are required for staffing. The Operations Officer will maintain a list of personnel eligible for OWC duty

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and will also maintain a supernumerary list. He will provide an effective training program for prospective OWCs and ensure the incumbents are qualified in all requirements of the position. The Operations Officer will provide tasking and administrative support to the OWC position.

#### 4. Organizational Relationships

a. The OWC reports to the OOD.

b. The OWC will report to the Operations Officer any unusual developments pertaining to NAVSECGRU operations and related functions.

c. All department and division watch supervisors report to the OWC.

d. The OWC responds to all operations site department heads and division officers on routine matters. To ensure unity of command, policy or SOP matters will be handled via the Operations Officer or the Operations Chief. (R)

#### 2203 Operations Site Watch Supervisors

1. Basic Functions. Operations Site Watch Supervisors are the primary representatives of their division officers or department heads.

2. Duties, Responsibilities and Authority. The Operations Site Watch Supervisors will perform such duties as directed by their respective division officers or department heads or other competent authority, keeping the OWC informed of pertinent operational developments and any changes in ability to perform the assigned mission. They will ensure a sufficient number of personnel are available to man emergency assignment bills as assigned by the section OWC. They will be primarily responsible for the supervision of the watch in professional, administrative, and military matters. The Operations Site Watch Supervisors will stand their watches in their respective division spaces, except as required in the performance of their duties. Duty hours will be as promulgated by the watch bills. (R)

3. Eligibility. Personnel eligible to be Operations Site Watch Supervisors are those enlisted personnel in specified pay grades as designated by their respective Department Heads or Division Officers.

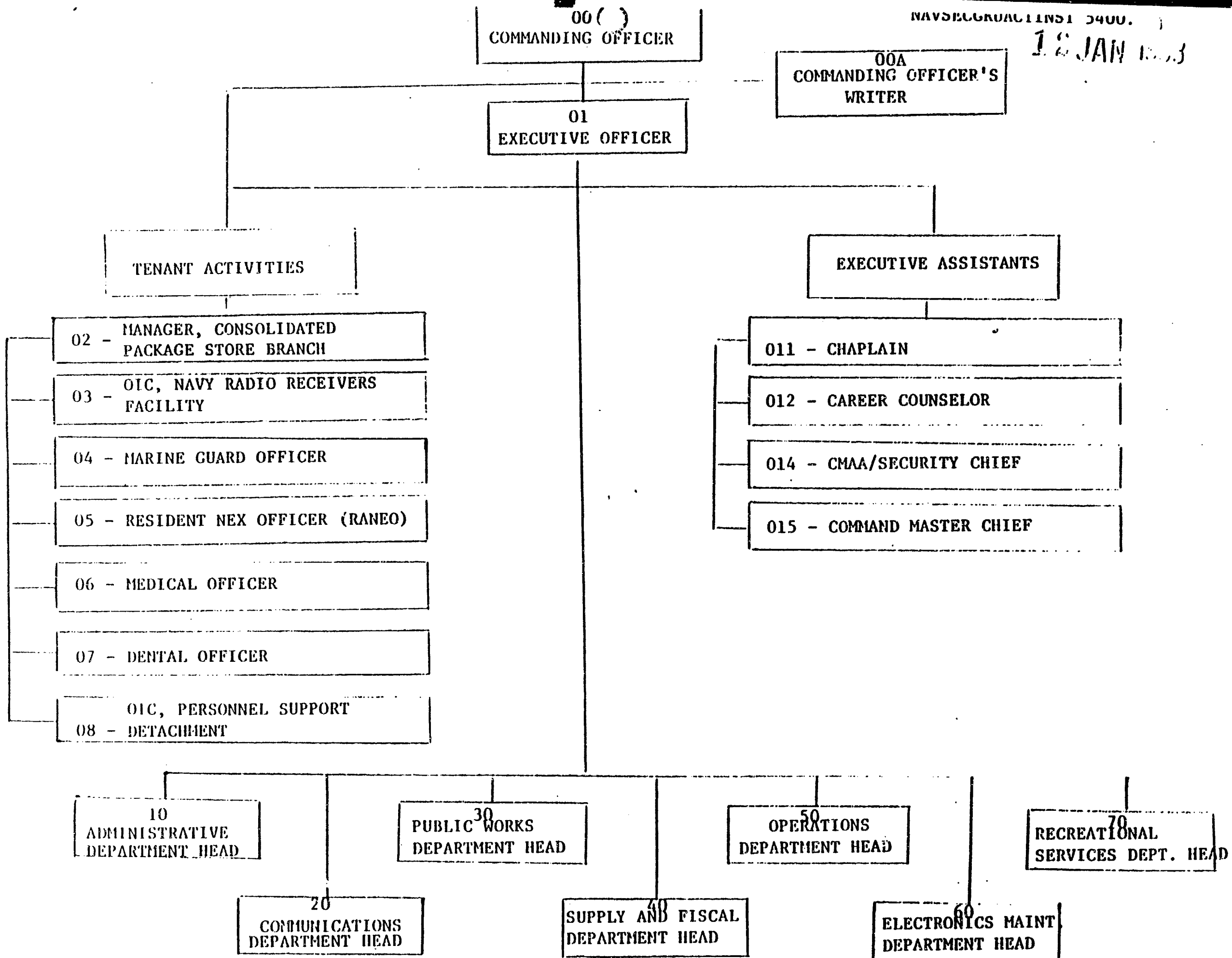
#### 4. Organizational Relationships

a. The Operations Site Watch Supervisors will report to the OWC and respective Division Officers/Department Heads. (R)

b. All personnel assigned to a division watch section report to the respective Division Watch Supervisor.

c. Operations Site Department Heads or Division Officers are responsible for training Operations Site Watch Supervisors.

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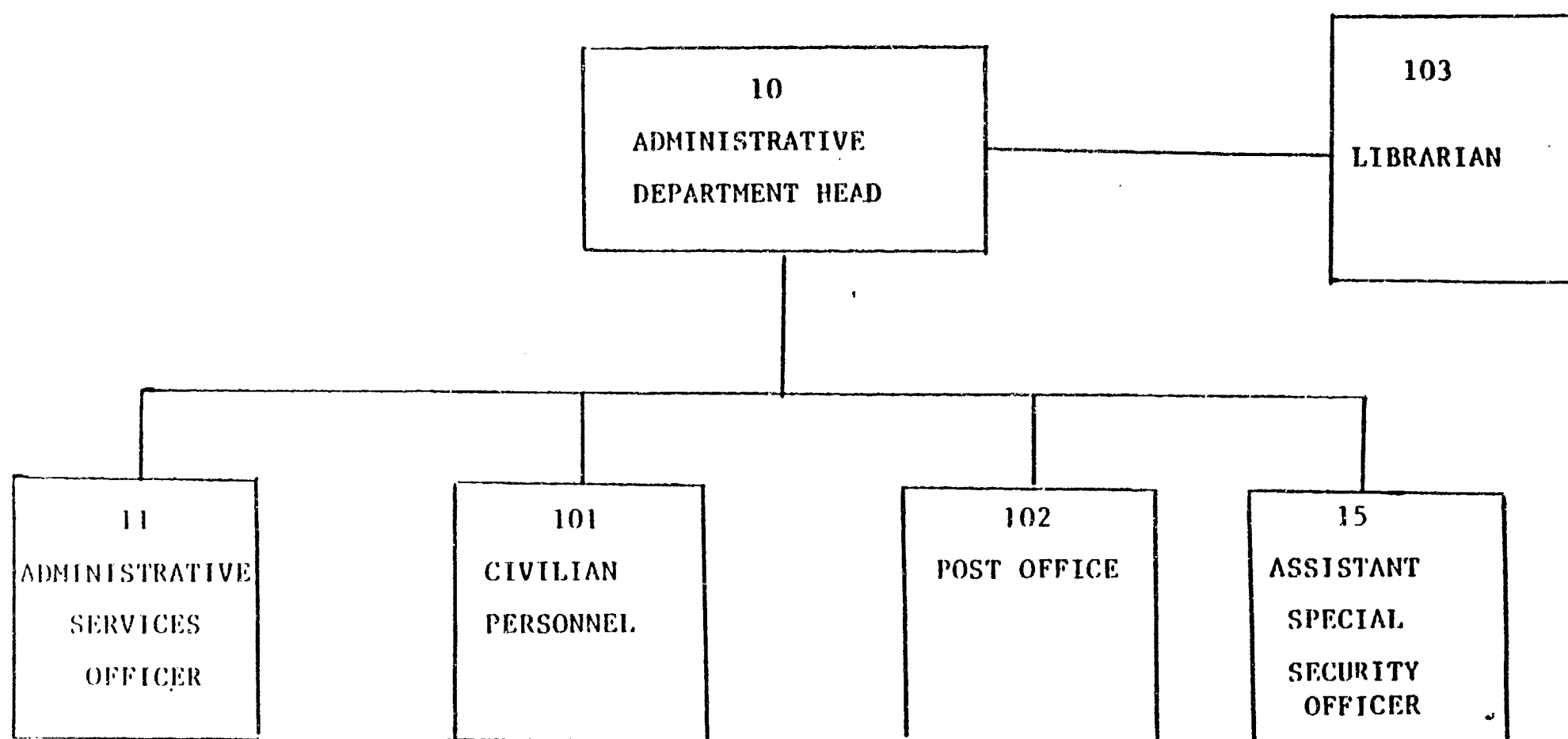
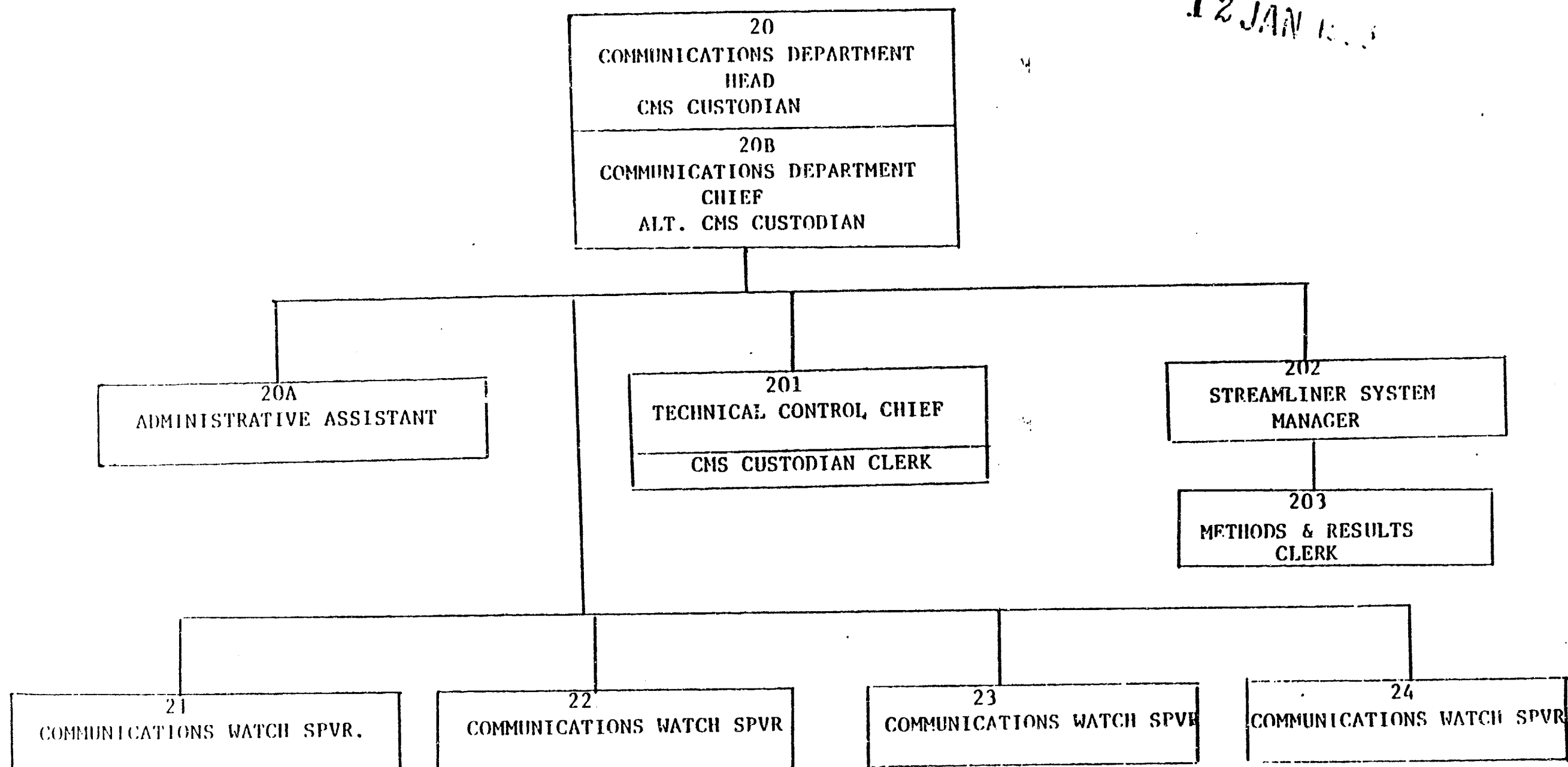


Figure 2-2-2

12 JAN 1955



12 JAN 1973

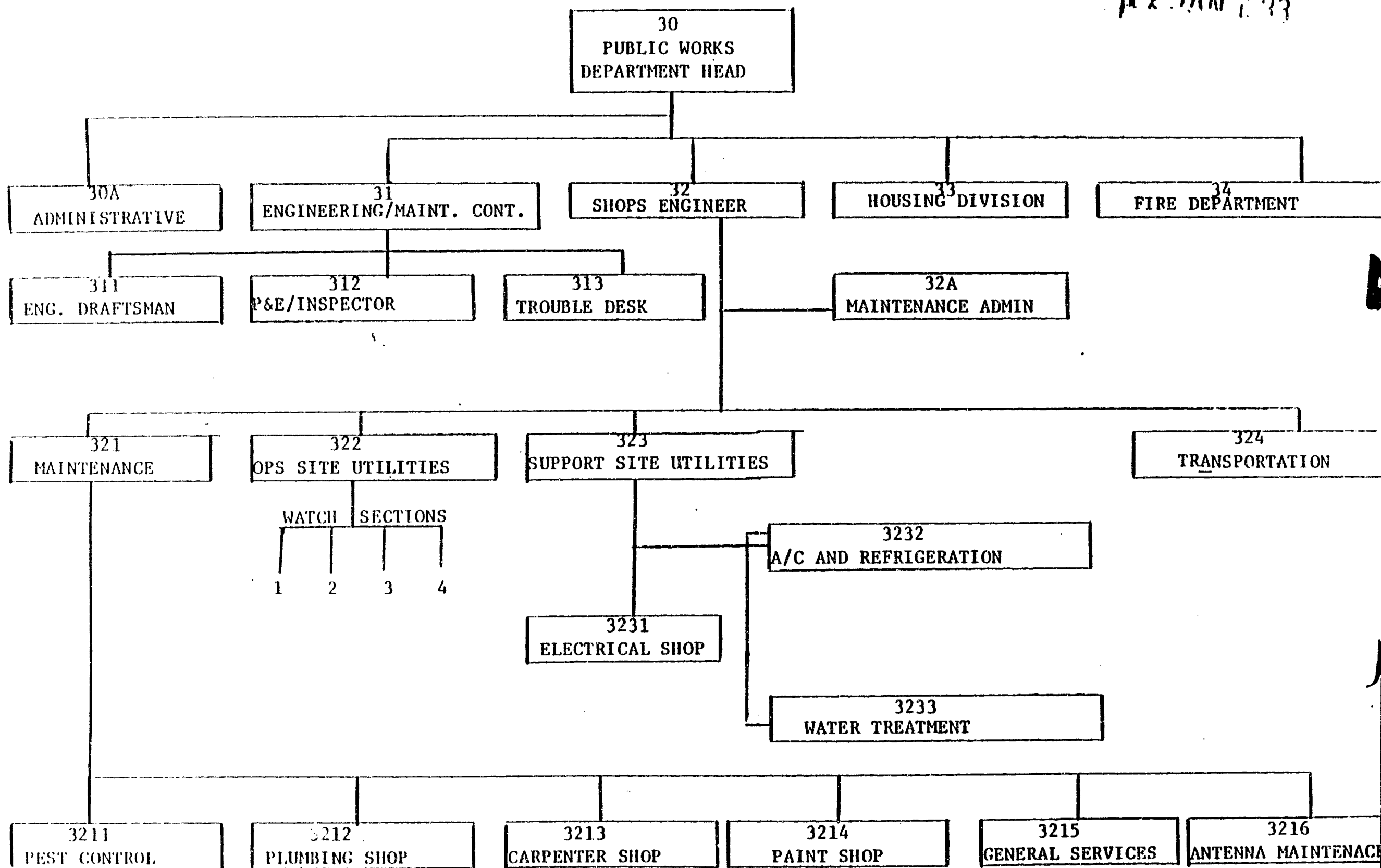
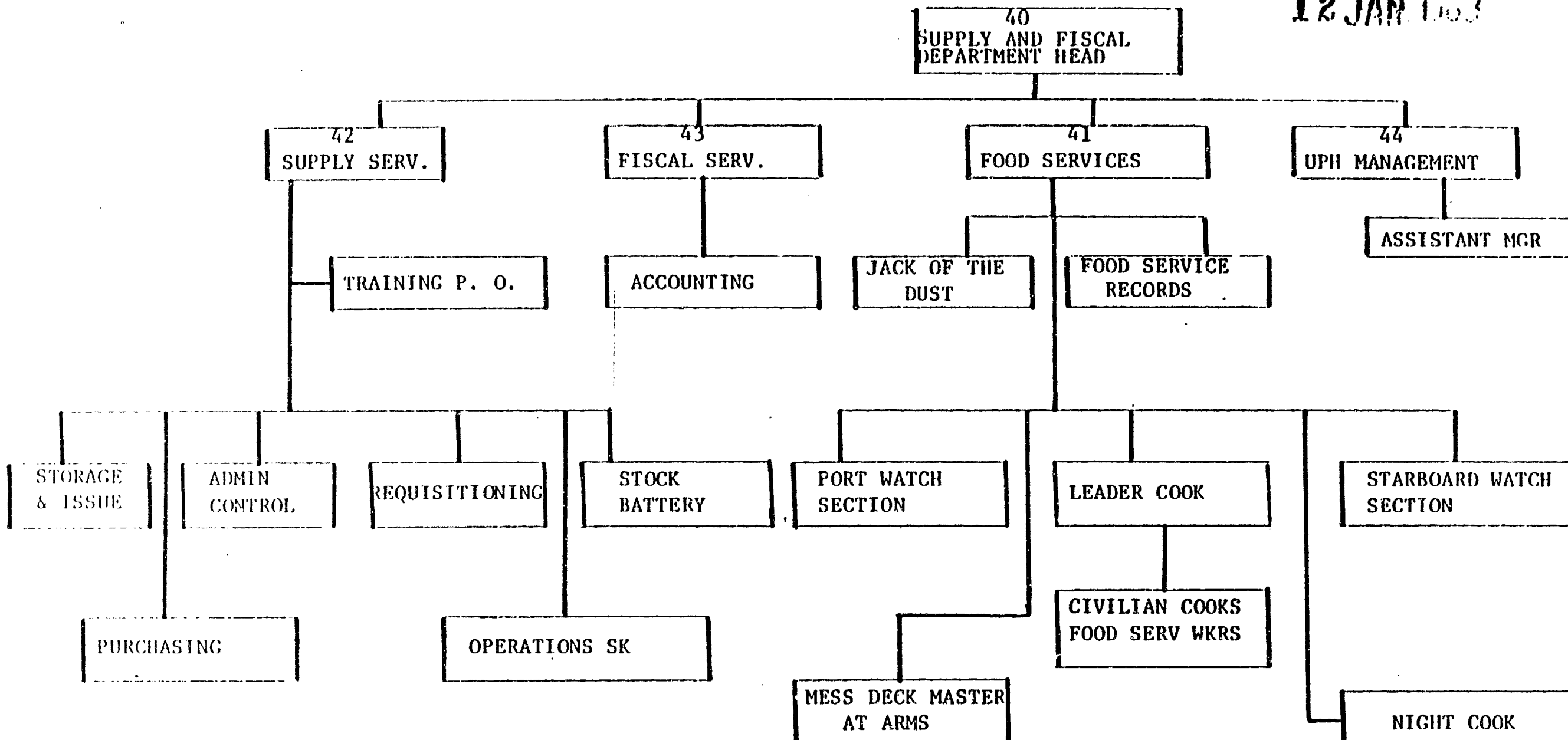
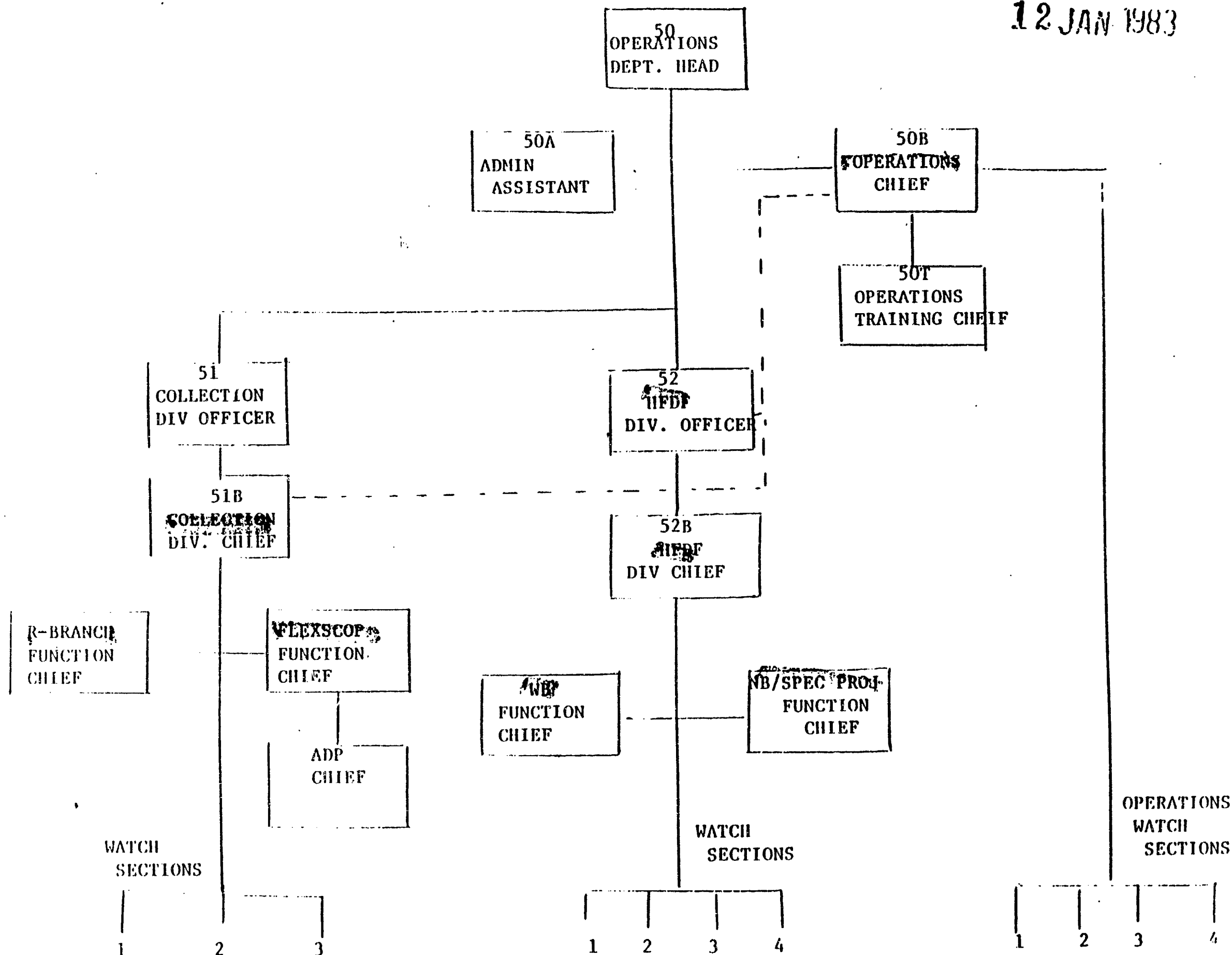


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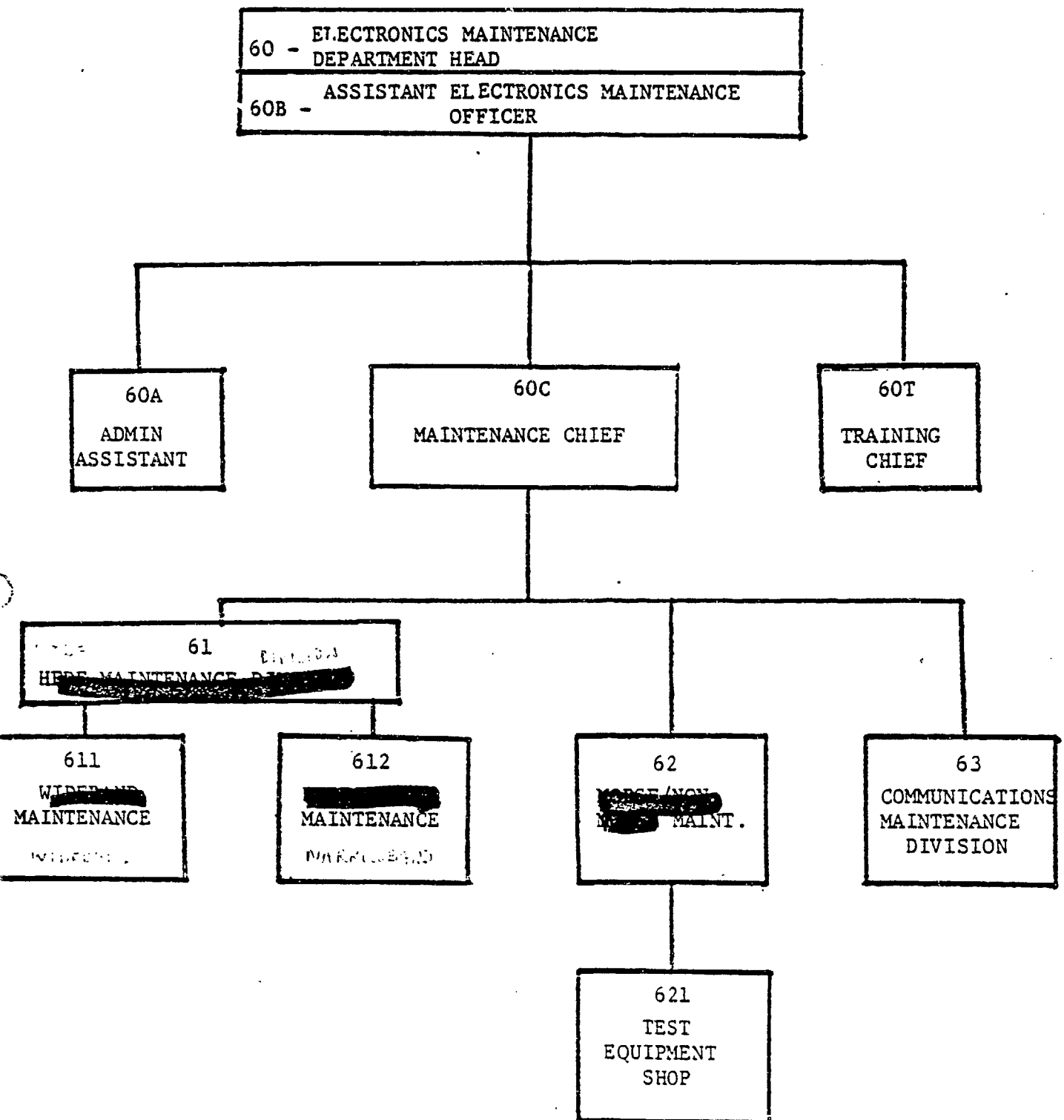
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RECREATIONAL SERVICES  
DEPARTMENT (70)

## ORGANIZATIONAL CHART

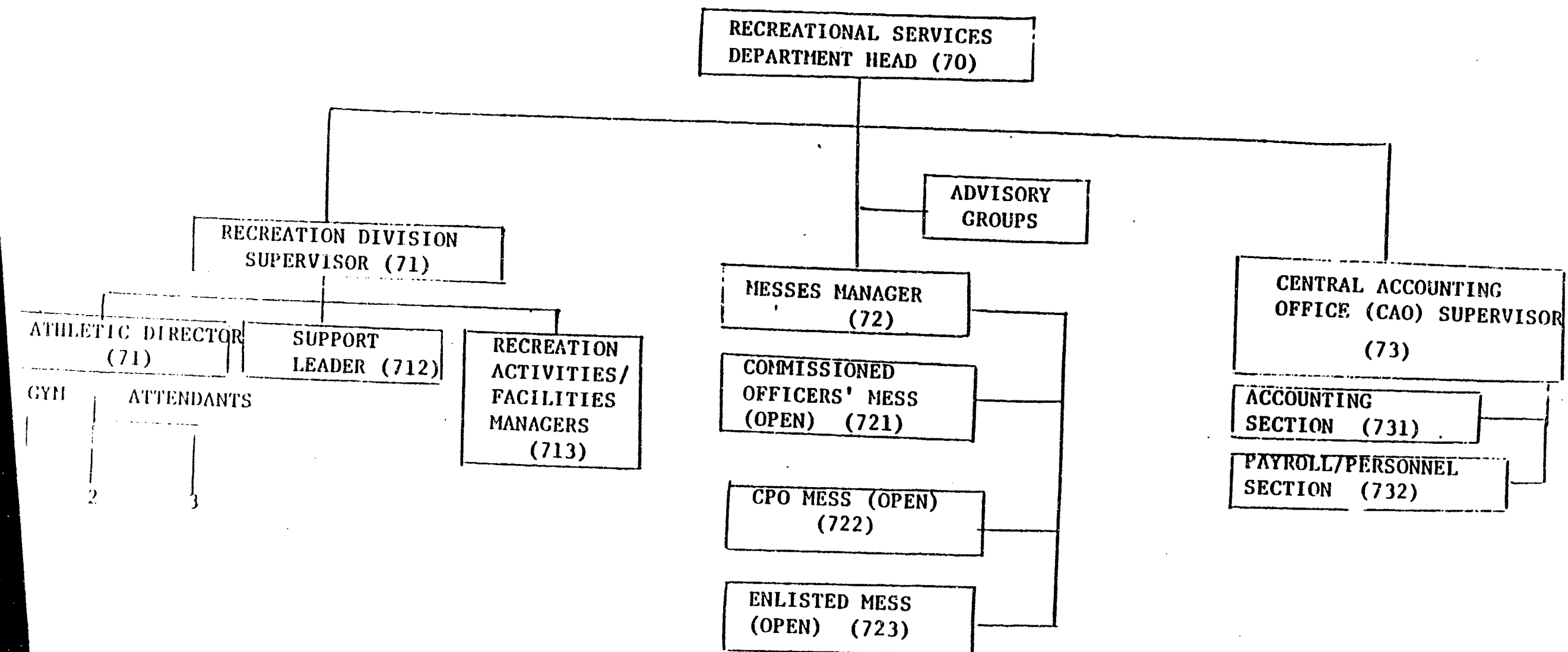


Figure 2-2-8

## Chapter III

## Regulations

## Section 1

## Military Regulations

- 
- 3101 Special Request Approval Authority
  - 3102 Daily Routine
  - 3103 Leave and Liberty
  - 3104 Enlisted Personnel Muster
  - 3105 Uniform and Civilian Clothing
  - 3106 Personnel Inspection
  - 3107 Authority of Officers and Petty Officers
  - 3108 Processing of Mast Cases
  - 3109 Command Working Parties
  - 3110 Restricted Personnel
- 

3101 Special Request Approval Authority. Special Request chits (R)  
shall be forwarded through the chain of command with final approving  
authority as follows:

<u>REQUEST</u>	<u>APPROVING AUTHORITY</u>
Normal Leave (on or off island up to 30 days)	Division Officer or Department Head
Leave request involving more than 30 days leave	XO
Negative Leave Balance	XO
Move ashore/COLA/COMRATS/RENT PLUS	CO
Move to Base Housing	CO
96 Hour Liberty	CO
Special Liberty, less than 96 hours	Division Officer/ Department Head
Reenlist	CO
Advance Pay	CO
Inter-Division Change	Department Head
Out of Rate Assignment at Station (MWR, CC, BEO)	CO
Special CO's Mast	CO
HARP Duty	CO



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Military Watch Changes  
Command Watch Bill

SWO (Officer)  
Coordinator (Enlisted)

Command Sponsorship

CO

Tour Length Extension at the Command

CO

Early Orders

CO

Spouse Duty

CO

TAD (for courses, etc.)

XO (on-island)  
CO (off-island)

Others

As coordinated with  
Admin

3102 Daily Routine. Annex A contains the chronological routine of events to be followed during a normal working day, Saturdays, Sundays, and holidays. The events described in this annex carry the full force and effect of orders of the Commanding Officer to accomplish the tasks indicated. Contents of this annex shall be published frequently to all hands and copies shall be posted on Command bulletin boards. This routine shall be adhered to unless deviations therefrom are prescribed in the Command Plan of the Day. All hands are responsible for understanding and complying with Annex A.

3103 Leave and Liberty. BUPERSMAN Article 3020075 authorizes Commanding Officers and Officers-in-Charge to grant leave and liberty to officers and enlisted personnel under their command.

#### 1. Definitions

a. Annual Leave. Leave granted in execution of a Command's leave program.

b. Advance Leave. Leave granted prior to actual accrual to the member's leave account, based on a reasonable expectation that it will be earned by the member during the remaining period of obligated active duty. Advance leave is a means whereby members with limited leave accrued may be granted leave to resolve emergency and urgent personal or morale problems. As such, it will reduce the need to accumulate large leave balances as a hedge against future emergencies.

c. Convalescent Leave. A period of authorized absence granted to persons under medical care, which is part of the care and treatment, for a member's recuperation or convalescence. Convalescent leave is not charged to a member's leave account.

d. Emergency Leave. Leave granted for a personal or family emergency requiring the member's presence. It is charged to the member's leave account.

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e. Special Liberty. Special liberty is granted outside of regular liberty periods for unusual reasons such as compensatory time off, emergencies, exercising voting responsibilities, observing major religious events, or for special recognition. Special liberty shall not exceed 72 hours, except in the case of special four-day liberty. Department Heads or Division Officers may approve 72 hour liberty.

f. 96 Hour Liberty. This is a special liberty period commencing with the end of normal working hours on the given day and expiring with the start of normal working hours on the fourth day. The period must include at least two consecutive non-work days, such as from Thursday afternoon until Monday morning. Department Heads may recommend 96 hour liberty, when it is deemed appropriate, to the Commanding Officer for consideration.

## 2. Leave Policy

a. Leave granting authorities shall not authorize commencement of annual leave prior to the expiration of the member's normal working hours on a normal day of duty. The day of departure from the Command is considered a day of duty and, therefore, not charged as leave. If no duties are scheduled for that day (i.e., Saturday, Sunday or watchstander's break), leave may commence anytime during the day. If the time of return is at or before 0900, that day is counted as a day of duty.

b. Annual leave will commence and expire on board the U. S. Naval Security Group Activity, Sabana Seca, Puerto Rico.

c. Extension of leave may be requested by a prepaid telephone call, a telegram or a naval message. Telephone requests shall be directed to the OOD (Commercial 809-784-6060, Autovon 831-7240/7204) who will relay the request to the appropriate approving official for determination. If an answer is not received to a request for an extension of leave, the request will be considered denied and the member is responsible for complying with the original expiration of leave date. The following personnel are authorized to approve extensions of leave:

- (1) Commanding Officer
- (2) Executive Officer
- (3) Member's Department Head
- (4) Command Duty Officer

d. All requests for advance leave must be forwarded to the Executive Officer. Full justification must be included on all advance leave requests and a statement appended that the member has had explained to him and fully understands the negative aspects of advance leave. Normally, no more than ten days advance leave will be granted to an individual.

e. Emergency Leave. Emergency leave may only be granted by the Commanding Officer, Executive Officer or Command Duty Officer when an emergency exists and the granting of leave will contribute to alleviating the emergency. Red Cross verification may be requested to determine if a bona fide emergency exists. Emergency leave is computed in accordance with BUPERSMAN Article 3020400.

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f. Foreign Leave Travel. Personnel desiring to take leave in foreign countries must comply with the instructions contained in BUPERSINST 1050.1C. In addition, upon approval of foreign leave travel, all SI indoctrinated personnel must report to the Special Security Administrative Office prior to departing on leave.

### 3. Leave Procedures for Logging Out/In

a. During normal working hours, the leave log and leave papers are maintained in the PSD. After normal working hours, they are maintained at the Quarterdeck.

b. Personnel may log out either in person or by telephone, provided they have picked up part 3 of their leave authorization prior to commencement of leave. When checking out or in by telephone, the time, date and person with whom logged out or in will be indicated on the member's copy of the leave papers. Each member is cautioned to be in the immediate vicinity of the Command (residence is considered appropriate) upon commencement and termination of leave by telephone. It is not intended, for example, that a member whose leave commences on a Monday depart the immediate vicinity of the Command at the commencement of liberty on Friday and start leave by telephone on Monday from out of the area.

c. The PSD, Officer of the Day or Junior Officer of the Day, as appropriate, is responsible for making the entry on parts 3, 4, and 5 (parts 4 and 5 if a person is checking out or in by telephone) of the leave papers and entering the information in the leave log. The PSD is responsible for delivery of the leave documents and log to the Quarterdeck at the end of the normal work day and for pick up at the beginning of the next normal work day.

4. Liberty Policy. Liberty shall normally be granted outside of normal working hours to personnel not required to be physically present for work assignments which should have been completed, for additional essential work, or for the currently required level of operational readiness. Liberty shall not exceed 72 hours commencing at the end of normal hours on a given day and expiring with the start of normal working hours on the next working day. National holiday periods which, by direction of the President, are extended to exceed 72 hours are regular liberty periods. The Command Duty Officer or Officer of the Day may cancel liberty and direct an individual to return to the Command by a specific time if the individual is apprehended for civil or criminal offenses.

### 5. Environmental and Morale (EML) Program

a. Annual leave is granted to provide periods of respite from the working environment to enhance performance, motivation and morale. Where adverse environmental conditions (such as significant distances, travel time from CONUS) preclude the full utilization of ordinary leave benefits, supplemental programs are necessary. Therefore, military personnel and their dependents, and DOD civilian employees and their dependents (dependents under 17 must be accompanied by an adult EML eligible member),

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may be provided space available air transportation for the purpose of taking ordinary leave in a more desirable location. Personnel assigned to DOD activities in Puerto Rico are eligible for the EML Program. Commander, Naval Forces Caribbean is designated as the area program coordinator. Manifesting for government aircraft will be done through the MAC Terminal, Naval Station, Roosevelt Roads not earlier than seven days prior to the requested date of flight. The following restrictions and limitations apply to the EML Program:

- (1) Dependents must be Command sponsored.
- (2) Participants are restricted to two trips per calendar year.
- (3) Military members must be in a leave status.
- (4) Travel opportunity will be afforded on an equitable basis to officers, enlisted personnel, civilian employees, and their accompanying dependents, without regard to rank or grade, military or civilian, or branch of service.
- (5) DOD-owned or controlled aircraft will not be scheduled primarily for this program, and the privilege extended by the provisions of this instruction does not include authority for any additional expenditure of flight hour funds.
- (6) Theater or international restrictions will be complied with.
- (7) All directives and requirements pertaining to passports, visas, foreign customs, and immunizations will be complied with.
- (8) Participants will have sufficient personal funds available to defray the cost of the return trip to Puerto Rico via commercial transportation if space available transportation cannot be provided.
- (9) All travel will be on a space available basis and each traveler will be required to pay a \$10.00 space available fee.
- (10) EML travelers will travel under priority 6, category 2a, except unaccompanied EML dependents 17 years of age or older who will travel under Priority 6, Category 2b.
- (11) The MAC Terminal will not maintain separate registers or manifests for EML travel.
- (12) Travel will be to the first location in CONUS served by DOD owned or controlled aircraft. Travel within CONUS under this program is prohibited.

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(13) Travel under this program need not be restricted to scheduled missions, provided facilities are available and prescribed safety standards are adhered to.

b. Personnel who desire to apply for government air transportation under the EML program must obtain approval for their leave period, and must complete an EML Transportation Request (Annex M).

3104 Enlisted Personnel Muster. The presence of all personnel attached to the Command shall be accounted for daily. Personnel who fail to report to the appointed place of duty at the hour specified will be reported as absent.

1. The Administrative Services Division (Code 11) is responsible for compiling a muster report for all personnel assigned to U. S. Naval Security Group Activity, Sabana Seca, and upon compilation, forwarding the report to the Officer-in-Charge, Personnel Support Activity Detachment, Sabana Seca.

2. The Officer-in-Charge, Personnel Support Activity Detachment, Sabana Seca, upon receipt of muster reports from the Administrative Services Division and all tenant activities, will forward to the Commanding Officer, U. S. Naval Security Group Activity, Sabana Seca a complete report of all enlisted personnel assigned to the Command not later than 1000 each normal working day.

3. In completing the enlisted muster report, all enlisted personnel assigned will be accounted for, with off-duty personnel being reported as "authorized absentees". The enlisted muster will identify by name those personnel on TAD, unauthorized absentees (UAs), hospitalized, and gains and losses since the last muster report. Enlisted muster report shall be submitted as follows:

a. Departments and Executive Staff Assistants

(1) Weekdays - verbal muster report to the Administrative Services Division not later than 0800 followed by a written muster report (Annex B) to be received by the Administrative Services Division no later than 1300 that same day.

(2) Eve/Mid Watches - The Operations Watch Chief (OWC), upon receipt of division and department musters (as soon as possible after watch relief) will submit a verbal muster report to the OOD/JOOD for entry in the Station Journal. (R)

(3) Weekends and Holidays - The OWC will muster operations site personnel in accordance with paragraph 3a(2) above.

b. On the first working day of each month, the daily muster report will include a breakdown by paygrade of all officers and enlisted personnel assigned to the organization. This requirement only applies to personnel in UICs 66754, 32703 and 30417.

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c. Tenant activities will submit muster reports to the Officer-in-Charge, Personnel Support Activity Detachment, Sabana Seca in accordance with the schedule listed for departments and executive assistants in paragraph 3a above.

### 3105 Uniform and Civilian Clothing

1. General. Each member of the naval service is a representative of the United States Government and, therefore, will dress both in military and civilian attire in such a manner as to reflect credit upon the individual, the naval service, and our country. All naval personnel while on board this Command will be in the prescribed uniform of the day or appropriate civilian attire as described in U. S. Navy Uniform Regulations, 1978, COMNAVFCRCARIBINST 1020.1 series, and this article. Furthermore, they will familiarize themselves with the standards of appearance as described in these uniform regulations and shall be held responsible under Article 92(1) UCMJ for ensuring that their appearance is within these standards while in a duty status.

2. Military attire. All naval personnel will provide themselves with an adequate supply of the correct uniforms prescribed in Navy Uniform Regulations and this article, and will not possess or wear any other than the regulation uniform and insignia or wear decorations, medals, badges, or their ribbons in any way other than that prescribed.

#### a. Uniform of the Day for Officers/CPOs

(1) Service Dress - Service Dress White

(2) Summer Khaki (skirt or slacks for women as work environment dictates)

(3) Working Uniform - Working Khaki (skirt or slacks for women as work environment dictates)

#### b. Uniform of the Day for Enlisted E1-E6

(R)

(1) Service Dress - Summer Blue ("A" for women)

(2) Summer Blue ("A" or "B" for women as work environment dictates)

(3) Working Uniform - Dungarees

For functions involving the civilian community: Summer White for Officer/CPOs and Summer Blue ("A" for women) for E1-E6.

c. Group 13 Personnel. Seabees are authorized to wear the Utility Green Working Uniform during normal working hours or in a duty or watch status.

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d. Jumper Style Uniforms. The White Jumper Style Uniform is authorized for wear as a uniform of the day for E1-E6 personnel.

e. USMC Personnel. Uniform corresponding to those prescribed for Navy personnel.

f. Other U. S. Armed Forces. Uniforms corresponding to those prescribed for Navy personnel.

### 3. Guidance

a. Unless otherwise indicated in this article, all personnel while on board the U. S. Naval Security Group Activity, Sabana Seca, Puerto Rico, will be in the uniform of the day or appropriate civilian attire on the following occasions:

(1) Holidays and Sundays

(2) After 1830 on working days, including attendance at command movies, messes, etc.

b. The dungaree uniform may be worn by those personnel (R) actually engaged in work which would unduly soil dress uniforms (e.g., Public Works Department and Electronics Maintenance Department personnel actually engaged in construction or maintenance duties, watchstanding personnel other than on the Quarterdeck, and personnel in supervised working parties). Working uniforms may be worn while traveling between work and residence; however, working khaki (cotton) and dungarees will not otherwise be worn off base. Working uniforms are authorized for wear in exchange outlets, medical and dental facilities, the Personnel Office and other service-type organizations during normal working hours. Off-going eve watch personnel may wear the working uniform in the Casual Bar of the Enlisted Mess (Open).

c. Master-At-Arms Personnel. Personnel assigned as, or (R) performing duties of, Master-At-Arms will wear the uniform of the day with standard badge. Personnel assigned to Security Patrol watches are authorized to wear the dungaree uniform, regardless of time of day.

d. Quarterdeck Watch. The Command Duty Officer, Officer (R) of the Day, and Junior Officer of the Day will wear the prescribed uniform of the day. The Messenger of the Watch may wear the dungaree uniform.

e. Sponsors. Personnel assigned as sponsors will wear the prescribed uniform of the day when accompanying a new Command member during the check-in process.

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f. Specific Functions. Personnel will wear the prescribed uniform of the day when in attendance at an official command function in the Commanding Officer's or Executive Officer's office (e.g., presentation of awards or trophies; checking-in or out of the Command; meritorious, request, or disciplinary masts).

g. Officers and Chief Petty Officers

(1) Summer Khaki is prescribed for office work, official travel on military aircraft within the Caribbean area, attendance at working meetings and conferences, working inspections and similar activities. It will not be worn in situations where official representation with the general public, government or military dignitaries, or foreign representatives is conducted or when the individual is in a purely leave or liberty status. Wash Khaki (100% cotton) may be worn only by those officers and chief petty officers actually engaged in work which unduly soils summer Khaki uniforms.

(2) The Khaki jacket is optional for wear.

(3) Garrison caps are optional with Summer Khaki or Working Khaki uniform. (R)

(4) Black shoes and socks will be worn with the Khaki uniforms. Black half-Wellington boots may be worn with that uniform.

h. Female Officers, Chief Petty Officers and Enlisted E1-E6

(1) Black Berets are optional with Summer Blue ALPHA or BRAVO uniforms, and Summer White ALPHA.

(2) The regulation blue sweater may be worn with any uniform while within the confines of the working spaces of the Command.

(3) Dungaree uniform items are not to be worn mixed. (R)  
No patches or decorations are permitted on these uniforms except rating badges.

(4) Mess Management Specialists, while working in the Enlisted Dining Facility, may wear the women's short sleeve white shirt without tie and suitable washable white work slacks.

(5) Small (gold for officers and chief petty officers; silver for female enlisted E1-E6) ball (post type) earrings may be worn at the individual's discretion with the dress uniform.

(6) The Maternity uniform will be worn by pregnant female personnel when regular uniforms no longer fit.

i. Male Enlisted E1-E6



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(1) Dungaree uniform items are not to be worn mixed. (R)

No patches or decorations are permitted on these uniforms except rating badges.

(2) Mess Management Specialists, while working in the Enlisted Dining Facility, may wear white tee shirts, white trousers, caps as appropriate, and white apron.

#### 4. Civilian Attire

a. Whenever civilian clothing is worn, naval personnel shall ensure that their dress and personal appearance are appropriate for the occasion and will thereby enhance the desired image of our military members. The naval service is an honorable profession and pride in appearance, whether in uniform or civilian attire, is an expression of this pride and dedication to military service. Recognizing the diversity of civilian clothing styles, specific standards are difficult to establish. It is therefore incumbent upon all Command personnel to exercise the finest mature judgment and common sense in achieving an acceptable appearance.

b. Current styles and fashions are authorized; however, consistent with U. S. Navy Uniform Regulations, tank top shirts, white undershirts (including "tie-dyed") worn as outer garments, cut-off shorts and shower sandals are considered inappropriate attire when worn transitting the gate, attending Command messes, using the Navy Exchange facilities, or using the Enlisted Dining Facility. Personnel in hair rollers may not enter military messes or clubs.

c. Since military personnel are accountable for the actions of their dependents, it follows that they are responsible for the civilian attire worn by their dependents while on board any naval activity. Dependents, retirees, guests and Government Service employees will be required to conform to the proper dress codes outlined in subparagraphs a and b above.

d. Only those articles of the military uniform which do not present a unique marking or distinct military appearance (i.e., shoes, socks, gloves and underwear) may be worn with civilian attire by military personnel. Dungaree trousers which are sold as part of the dungaree uniform, if stenciled, will be considered as being part of the uniform and as such, not authorized for wear as civilian clothing.

e. All personnel will wear safety helmets while riding motorcycles and scooters on base.

#### 3106 Personnel Inspection

1. Muster. Personnel inspection will be conducted when prescribed by the Commanding Officer, normally quarterly. All military personnel will participate in personnel inspections with the following exceptions:

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a. Personnel of tenant activities.

b. Personnel on leave, on TAD, in the hospital or in no duty or light duty status.

c. Personnel excused by Department Heads.

Parade formation will be in accordance with Annex C. Presenting Officers will form their departments/divisions not later than 0745. All departments/divisions will guide right and will be separated by approximately ten feet. Officers and Chief Petty Officers will form a platoon at the west end of the formation.

2. Parade Area. The area specified for personnel inspection is the street in front of Building 2. The Security Chief will ensure that no vehicles are parked in that area when personnel inspection is scheduled. The Public Works Department Head will take action to ensure that the parking lot and street are swept down to remove any standing water and that the surrounding area is policed.

3. Foul Weather Parade Area. In the event of obvious inclement weather at the time of fall-in, all personnel will proceed to the gymnasium. Foul weather parade after commencement of inspection will be in the breezeway between the Enlisted Dining Facility and UPH "A".

4. Presentation of Awards. Awards may be presented at each personnel inspection. Individuals receiving awards will be notified in advance by the Administrative Department Head. The Administrative Department Head will ensure that award documents are placed in precedence order (highest first) and given to the Inspection Yeoman. Personnel who are to receive awards will form a rank in front of the podium (see Annex C). The Command Master Chief will read the award document, and the Commanding Officer will present the award to the individual. This rank will be dismissed after presentation of awards.

5. Guidelines for Conducting Personnel Inspection.

a. When attention is sounded, all personnel will come to attention and remain at attention until the Commanding Officer arrives in front of the first department or division to be inspected. At that time, all presenting officers in charge of formations other than the one being inspected will order "Parade Rest".

b. Presenting officers may exercise their personnel by alternating between positions of "Attention", and "Parade Rest", while the Commanding Officer is inspecting other formations. Each formation will be at attention when the Commanding Officer approaches.

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c. The presenting officer shall take station in front of and to the right of the front rank and shall carry out the following procedures upon arrival of the Commanding Officer:

(1) As the Commanding Officer approaches, the presenting officer shall call his formation to "Attention". When the Commanding Officer has approached to within six (6) paces of the formation, the presenting officer will order, "Hand Salute". He will greet the Commanding Officer with "Good Morning (Good Afternoon), Captain." After the Commanding Officer returns the salute, the presenting officer will give his department/division the command, "Two". The presenting officer will then address the Commanding Officer as follows: "(Title) department/division, all present or accounted for" or "(Title) department/division, \_\_\_\_\_ personnel absent". (Be prepared to inform the Commanding Officer of the identity of unauthorized absentees, if asked).

(2) After addressing the Commanding Officer, the presenting officer will precede the Commanding Officer. After the Commanding Officer inspects the front of each rank, the presenting officer will issue the command, "\_\_\_\_\_ rank, 'Uncover - Two'". Upon the completion of the inspection of the formation, issue the command, "(Title) department/division, 'Cover - Two'". Upon completion of the inspection, the presenting officer acknowledges the comments of the Commanding Officer and renders the hand salute.

(3) After the Commanding Officer departs, the presenting officer will order "(Title) department/division, 'Parade Rest'". At the command of the Battalion Commander, the presenting officer will dismiss the formation.

#### 6. Uniform for Personnel Inspection

a. Normally the uniform for personnel inspection will be: Male Officers and Chief Petty Officers - Summer White, Female Officers - Summer White with Combination Hat, Male Enlisted - Summer White, and Female Enlisted - Summer White with Combination Hat. However, every third personnel inspection will be a working uniform inspection.

b. Identification cards shall be carried.

c. Nothing shall be carried in the shirt pockets of any uniform for personnel inspection, nor shall anything be carried in the trouser pockets which may create noticeable bulges.

d. All other uniform insignia and accouterments shall be worn as prescribed by U. S. Navy Regulations. Earrings are not authorized.

#### 7. Reports

a. The Inspection Yeoman shall prepare a memorandum in the form prescribed by the Commanding Officer and shall forward this memorandum to reach the Commanding Officer the next working day.

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b. Discrepancies noted by the Commanding Officer will be referred to the responsible Department Heads or Executive Staff Assistants. It is their responsibility to ensure that personnel who were assessed as unsatisfactory are personally reinspected by the Department Head, Division Officer or Executive Staff Assistant. Reports of reinspection and corrective action taken regarding those personnel will be forwarded to the Commanding Officer.

3107 Authority of Officers and Petty Officers. U. S. Navy Regulations, which is the source of this authority, grants to officers, warrant officers, and petty officers necessary authority for the performance of their duties and responsibilities. Authority includes the right to require actions of others, and actions of others are directed by oral and written orders. An order must be lawful and any order imposing punishment outside the framework of the UCMJ is illegal. Punishment may only be directed through judicial process or non-judicially through Article 15, UCMJ, and authority to administer non-judicial punishment is carefully reserved by the UCMJ to the Commanding Officer. However, there are measures which can be taken by officers and petty officers to correct minor infractions which do not merit punishment under Article 15, to correct subordinate deficiencies in a phase of military duty, or to direct completion of work assignments which may extend beyond normal working hours. The Chief of Naval Operations has established the following guidance:

1. EMI (Extra Military Instruction). Extra Military Instruction is a bona fide training device intended to improve the efficiency of a command and must, therefore, be genuinely intended as such and not be used as a substitute for punitive action appropriate under the UCMJ. Extra instruction assigned must be logically related to the deficiency to be corrected. Extra Military Instruction shall be implemented, when required, within the following limitations:

a. EMI will not normally be assigned for more than two hours per day.

b. EMI may be assigned at a reasonable time outside of normal working hours.

c. EMI duration will be no longer than what is necessary to correct the training deficiency.

d. EMI should not be assigned on a member's sabbath.

e. EMI will not be used as a method of depriving normal liberty. A member who is otherwise entitled to liberty may commence normal liberty upon completion of EMI.

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The authority to assign EMI to be performed during working hours is not limited to any particular rank or rate. It is an inherent part of that authority over their subordinates which is vested in officers and petty officers in connection with duties and responsibilities assigned to them. It is the policy of this Command that the authority to assign EMI outside of normal working hours rests with the officers and chief petty officers of the Command.

2. Withholding of Privileges. Temporary withholding of privileges is another non-punitive measure that may be employed to correct infractions of military regulations or performance deficiencies when punitive action does not appear appropriate due to the minor nature of the infraction or deficiency. Final authority to withhold a privilege, however temporary, must ultimately rest with the level of authority empowered to grant that privilege. Therefore, the authority of officers and petty officers to withhold privileges is, in many cases (e.g., use of the Enlisted Mess (Open)), limited to recommendations via the chain of command to the Commanding Officer. Officers and petty officers are authorized and expected to initiate such recommendations when appropriate. It is the policy of this Command that the authority to withhold privileges of personnel in a liberty status (e.g., special Command programs, base MWR events) shall rest with the officers and chief petty officers of the Command; however, in no event shall the withholding of such privileges be tantamount to a deprivation of liberty itself.

3. Extension of Working Hours. Deprivation of liberty as a punishment except as specifically authorized under the UCMJ is illegal. It is however, necessary to the efficiency of the Command that certain functions be performed and accomplished in a timely manner. It is, therefore, not a punishment if persons of the Command are required to be on board and be physically present outside of normal working hours for work assignments that should have been completed, or for additional essential work, or for the currently required level of operational readiness. It is the policy of this Command that officers and petty officers who are assigned duties and responsibilities that require them to extend working hours of their subordinates in order to complete their assigned duties or to maintain a required level of operational readiness may extend working hours as appropriate.

4. Action. Application of the policy in this Article must be fair, reasonable, and non-discriminatory if it is, in fact, to serve its objective of reinforcing good order, discipline, and command efficiency.

#### 3108 Processing of Mast Cases

1. Request Mast. Article 1107 of U. S. Navy Regulations states that "The right of any person in the Naval Service to communicate with the Commanding Officer at a proper time and place is not to be denied or restricted." It is expected that the leadership in the chain of command at this Command is such that most problems will be resolved at a lower level.

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However, problems or requests that cannot be acted upon satisfactorily at a lower level may be brought to the attention of the Commanding Officer in accordance with this article as follows:

a. Personnel who desire Request Mast shall complete a Special Request Form (NAVPERS 1336/3) and submit it through appropriate command channels.

b. The Executive Officer shall coordinate the request and notify the requestor of the date and time that the Request Mast will be held.

2. Meritorious Mast. This mast is provided for in BUPERSMAN Article 3310200 as a means of giving public recognition to enlisted personnel whose performance of duty is noteworthy or commendable beyond the usual requirements of duty. The following is quoted, in part, from this Article:

"Whenever an enlisted member does anything noteworthy or commendable beyond the usual requirements of duty, or displays exceptional energy, judgment, or initiative, a report shall be made to his commanding officer by the senior who observed the meritorious act. The commanding officer at mast shall give such reports the same formal and careful consideration given to breaches of discipline. Should the circumstances warrant, the commanding officer shall make an entry of the facts in the member's service record."

It is readily apparent that Meritorious Mast is one of the most effective instruments available to ensure that deserving personnel receive command recognition. As such, it is a tool of positive discipline. Department heads and division officers are encouraged to use the channels of Meritorious Mast as a means of reporting outstanding performance of duty by personnel under their supervision. Such reports shall be addressed to the Commanding Officer via appropriate command channels.

3. Disciplinary Mast. The following procedures will be followed in disposition of offenses against the Uniform Code of Military Justice involving military personnel attached to this Command:

a. When an offense is suspected of having been committed and reasonable indication is present that an individual subject to the Uniform Code of Military Justice committed the offense, the person having knowledge of the offense shall prepare a Report and Disposition of Offense (NAVPERS 1626/7). This report shall contain all relevant information through the section that advises the accused of his rights under Article 31, Uniform Code of Military Justice, including the signature of the accused where applicable. All charges and specifications thereunder shall be written in accordance with the formats delineated in Appendix 6c of the Manual for Courts-Martial, United States, 1969. The person initiating the report will then submit the report to the Legal Assistance Yeoman for review and completion.

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b. The Legal Assistance Yeoman will reproduce one copy of the report for a suspense file and will forward the original to the department head of the accused no later than the next working day. The department head shall, within three working days, address the issue within the department. By the end of the third working day, the department head shall discuss the report with the Executive Officer and determine one of the following:

(1) To act upon the report at the department level in the chain of command, or

(2) To forward the report to the Executive Officer.

c. If the report is to be forwarded to the Executive Officer, the department head will conduct a thorough and complete investigation and will submit the results to the Executive Officer within seven working days of the report having been initiated.

d. The Executive Officer shall review the report and investigative results, and if considered advisable, conduct a screening at which he will either dismiss the charge or refer the charge to the Commanding Officer for Disciplinary Mast. Prior to the screening, the accused will be informed of his rights.

e. The Legal Assistance Yeoman shall coordinate with the Executive Officer on details concerning the holding of Disciplinary Mast, including informing the Chaplain, Command Master Chief, Chief Master-At-Arms, accused, and department representatives of the time and date of the Mast.

f. The Chief Master-At-Arms will ensure that the office is prepared and that all concerned are present and are aware of the procedures to be followed during Disciplinary Mast.

The Commanding Officer will either dismiss the charge, award appropriate nonjudicial punishment, or refer the charge to a court-martial.

4. Dissemination of Mast Results. The Administrative Department Head will ensure that the results of all Meritorious and Disciplinary Masts are published in the Plan of the Day.

3109 Command Working Parties. Working parties are required at various times, during and outside of normal working hours, to perform command functions. A command working party is appropriate for a command sponsored function which does not fall under the responsibility of, or is beyond the capability of, any one department. When a need arises for a command working party, the requirement will be forwarded to the Executive Officer with justification. Normally, at least two working days are required to coordinate such requests. A supervisor will normally be provided by the requesting authority. Personnel will be furnished for command working parties in accordance with the following distribution:

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Administrative Department (10)	1
Communications Department (20)	1
Public Works Department (30)	1
Supply and Fiscal Department (40)	1
Operations Department (50)	2
Electronics Maintenance Department (60)	1
████████████████████ (03)	1

Naval Facility Building Facility

3110 Restricted Personnel. Immediately upon restriction of enlisted personnel attached to this Command, either Annex D or Annex E, as appropriate, will be executed and an entry of the same made in the station log. Additionally, when Annex E is executed, an entry will be made in the Unit Punishment Record.

1. Restricted personnel will muster with the OOD on the (R)  
 Quarterdeck, Building 1, at 0730, 1630, and 2130, in the prescribed uniform of the day unless performing extra duties coincident with their muster or beginning a work day, if the working uniform would be appropriate. Watchstanding personnel who are undergoing restriction will request their supervisor to call in a muster to the OOD if they are on watch at the time muster is required.

2. In the event of an emergency, for a specified purpose (e.g., visits to the Chaplain, Legal Officer, medical treatment), a restricted person may be permitted to leave the limits of the Command for a specified period of time. Express permission must be obtained in each instance from the Commanding Officer or Executive Officer. In their absence, the Command Duty Officer may approve requests of an emergency nature.

3. Personnel who have been restricted to the Command as a result of non-judicial punishment are prohibited from purchasing or drinking alcoholic beverages while in such a status.

4. A copy of the "Notification of Restriction to Station and Withdrawal of Station Privileges" shall be kept posted in the Snack Bar, Enlisted Mess (Open), Movie Theater, Bowling Alley, and Consolidated Package Store.

5. The Administrative Officer will ensure that specifics of (R)  
 the individual's restricted status and/or extra duties are entered in the Quarterdeck restricted person's muster and extra duties folder. The JOOD will log musters and the accomplishment of extra duties in this folder in addition to the Station Journal.



## Section 2

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## Command Regulations

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3201 Alcoholic Beverages  
3202 Cameras  
3203 Citizens Band Radio Stations  
3204 Household Pets  
3205 Privately Owned Vehicles  
3206 Weapons  
3207 Library

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3201 Alcoholic Beverages. Alcoholic beverages include wines, distilled spirits, and malt beverages.

1. No person in the naval service under 21 years of age shall be employed as a bartender or in any other capacity involving the dispensing of alcoholic beverages.

2. Alcoholic beverages shall not be sold to, given to, bought for, nor consumed by:

a. Personnel who have not reached their 18th birthday.

b. Personnel under restriction or arrest.

c. Personnel on duty. Drinking alcoholic beverages while (R)  
on duty is prohibited. Duty is further defined to include duty of any anticipatory nature, such as that of a person in the Duty Section, who has not been specifically assigned to a watch. Personnel standing rotating watches of four sections or less will not be considered to be on duty during any period between watches although discretion should be exercised to ensure readiness to assume the next watch.

d. Personnel who are intoxicated or are approaching the state of intoxication. In cases where the bartender is in doubt as to the condition of the purchaser, the opinion of the Officer of the Day or his designated representative shall determine.

3. Alcoholic beverages may be consumed only in designated areas immediately adjacent to the place of sale; except that personnel including civilians, assigned to quarters (includes Unaccompanied Personnel Housing) may consume such beverages within their quarters area. Additional areas in which beverages may be consumed are specifically designated as follows:

Commissioned Officers' Mess (Open)  
Chief Petty Officers' Mess (Open)  
Enlisted Mess (Open)  
Snack Bar (beer only)  
Bowling Alley

Recreation areas such as the gymnasium, Sharks Stadium, patio, Stone Road picnic area, horse corral, and other areas as may be authorized by the Recreational Services Department Head as events may dictate.

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Other areas in which alcoholic beverages may be consumed may be specifically authorized by the Commanding Officer prior to station dances, parties, picnics, sporting events, and other special forms of entertainment. Alcoholic beverages purchased in an unopened state for consumption at a later time, such as at an individual's assigned quarters, will not be opened until in an authorized consumption area. Alcoholic beverages that have been opened and/or served in open containers in an authorized sales/consumption area shall not be removed from that area.

4. Civilian employees shall not:

a. Bring alcoholic beverages on board.

b. Consume alcoholic beverages on board, except when not in a duty status and then only during social functions as a guest member of the command and when malt beverages are consumed as an integral part of a meal in an authorized area.

5. Alcoholic beverages in any form may not be brought in, or possessed on, this station except by personnel assigned to quarters or barracks, or as otherwise permitted therein.

6. The sale of alcoholic beverages at the Consolidated Package Store shall be governed by the following:

a. All bottles of alcoholic beverages except beer and ales must be labeled with the decalcomania prescribed.

b. The contract or bill of sale shall show the name of the purchaser, rate/rank, and service number as well as the decalcomania number assigned to each bottle.

c. All records pertaining to the purchase of alcoholic beverages shall be maintained in accordance with current directives.

d. All beer and alcoholic beverages sold will be controlled by a ration card system.

e. The Commanding Officer may limit the quantity of alcoholic beverages sold in order to ensure adequate service to members of the Command.

7. Ration Cards. COMNAVFORCARIBINST 5840.1 establishes (R) rationing procedures on certain items upon which the Puerto Rican excise tax has not been levied, including alcoholic beverages. The following alcoholic beverages sold by the Navy Exchange or Open Messes are to be controlled by a ration card system:

a. All beer - 8 cases per family per month

b. Alcoholic beverages - Not more than 10 quarts of spirits of 60 proof or greater per family per month.

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8. Abuse of Privileges. The consumption of alcoholic beverages under this article is considered a privilege and, if abused, is subject to withdrawal.

### 3202 Cameras

1. Personnel are prohibited from bringing cameras into Buildings 85 or 189 without prior consent from the Commanding Officer or OIC, NRRF, respectively. Additionally, personnel are prohibited from bringing cameras within 500 yards of Buildings 85 and 189 and from taking photographs of either building, antenna or antenna areas without prior consent from the Commanding Officer or Operations Officer. (R)

2. No photographs shall be taken which endanger security or violate personal privacy.

3. Photographs for official purposes or visits by professional photographers shall be cleared through the Commanding Officer.

4. Personnel are instructed to become familiar with the provisions of this Article. Personnel observing violations of photographic instructions are charged with the responsibility of reporting the violations immediately to cognizant officials. Civilian guests and dependents of military personnel are subject to the same restrictions that are imposed on military personnel of the Command. It is the responsibility of the military sponsor to ensure that guests comply with current instructions.

### 3203 Citizens Band Radio Stations

#### 1. Operating Personnel

a. Amateur radio stations may be installed and operated only by those individuals who possess a valid Federal Communications Commission Amateur Radio license.

b. Citizens band radio stations may be installed and operated by individuals who hold a valid citizens band license and members of their immediate family who are residing with them. Temporary licenses may be used up to ninety days while awaiting delivery of a permanent license.

2. Personal responsibility. FCC regulations require that the applicant for an amateur or citizens band license assume personal responsibility for the control of the station equipment and of the station premises and that the station be used without pecuniary interest.

3. Security. Amateur or citizens band radio stations shall not transmit information related to classified or official documents. Further, no information pertaining to the use, availability or arrangement of classified equipment or facilities may be transmitted. All questions regarding security shall be referred to the Custodian, KP4USN.

4. Regulations. All amateur/citizens band radio operators will adhere to the applicable FCC regulations and the regulations set forth in this Article.

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a. Only approved radio stations will be installed and operated on this military reservation. Approval of the Commanding Officer for installation in private quarters at the U. S. Naval Security Group Activity, Sabana Seca will be obtained in writing, using the format of Annex A. The Public Works Officer will endorse the application in regards to antenna installation and A.C. power requirements.

b. The Custodian of amateur radio station KP4USN will investigate all reports of interference or suspected interference by amateur radio or citizens band operations within the U. S. Naval Security Group Activity, Sabana Seca. The amateur or citizens band licensee will correct, at his own expense, interference problems traceable to defective station equipment.

c. The Custodian of amateur radio station KP4USN will maintain records and submit required reports of all amateur radio stations operated within the U. S. Naval Security Group Activity, Sabana Seca.

#### 3204 Household Pets

1. Animals authorized to be kept as pets in the Family Housing area will be limited to common household pets, such as cats and dogs, and other small, indoor animals. Barnyard animals will not normally be authorized.

2. Registration. Owners or custodians of cats and dogs on station must have their animals collared and properly registered. Registration may be accomplished during normal working hours at the Pass Office.

3. Vaccination. All cats and dogs kept as pets aboard the station will be required to have rabies and distemper inoculation at least annually. Owners of pets are expected to retain inoculation certificates issued by the veterinarian. Annual re-inoculation of the animal must be reported at the Pass Office for the updating of the registration information.

#### 4. Control of Cats and Dogs.

a. A vaccination tag shall be worn attached to the collar of the animal at all times.

b. All animals shall be under the visual and positive voice control of a responsible person or kept on a leash at all times when out of doors and not fenced in. No animal shall be allowed to run at large. Animals running at large, particularly after sunset, may be mistaken for strays and disposed of in conjunction with efforts to control the stray animal population.

c. Owners of animals will exercise care to prevent their pets from being a nuisance.

d. Pets will not be permitted in any buildings other than public quarters. Animals are prohibited in the Station Mess, and all other areas or spaces where food is stored, prepared or handled. They are also specifically prohibited in the Dispensary, Navy Exchange, theater, swimming pool, barracks and all clubs. Personnel in charge of other spaces are authorized to prohibit entry of animals if such action appears appropriate or desirable.

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e. Female dogs and cats shall be confined to quarter's area during periods of heat.

f. Dogs, when being walked, shall not be permitted to perform natural functions in areas normally used by children at play, or within a distance of 50 feet of other family quarters.

g. Base Security personnel will seize all animals running at large.

h. Disposition of animals apprehended by Base Security personnel shall be as follows:

(1) Owners of animals with valid registrations shall be notified.

(2) Animals without valid registrations shall be disposed of by Security Department personnel.

i. Sponsors or pet owners are presumed responsible for all actions of their pets. However, this does not relieve other personnel of the responsibility of ensuring that they and their dependents respect the privacy of pet owners. Personnel shall not harass or tease pets that are tied, fenced or inside quarters.

j. Owners of animals will take appropriate action to prevent their pets from becoming strays before leaving on PCS orders.

##### 5. Animal Bites or Scratches

a. Persons receiving an animal bite or scratch, regardless of the extent of injury, shall report immediately to the Station Dispensary for treatment, giving all particulars such as name and address of the animal's owner (if known), location, and description of the animal.

b. The Station Dispensary shall inform and give full particulars to the Station OOD (Officer of the Day) and send a copy of the injury report to the Security Office. The owner of the animal involved will be contacted by the OOD or Security Office personnel regarding disposition of the animal. If the animal is a stray, security personnel will apprehend the animal. Animals will be confined for a period of 10 days at the discretion of the Station Medical Officer. Under no circumstances, unless ordered to do so by the Station Medical Officer, shall an animal that has bitten a human be disposed of prior to the full 10 day confinement and observation period. Certain criteria which make it mandatory to confine an animal for the entire 10 day period are as follows:

(1) The animal previously has bitten one or more persons.

(2) The animal has not received inoculations.

(3) The animal is a stray.

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(4) The animal is not properly registered.

c. The pet owner is responsible to ensure that the pet is placed under observation as prescribed and will bear all expenses incurred, including transporting the animal to the place of confinement.

d. Upon evidence that an animal has bitten a human without provocation for a second time or has bitten more than one person in a single episode, the owner may be directed to remove the animal from the station after the animal has been delivered from quarantine.

6. Violations. All violations of this Article shall be reported to the Executive Officer in writing, setting forth all details including the name of the owner of the animal (if known), the time, date and location where the violation occurred. Violations may be reported to the Security Office or OOD by telephone if the nature of the violation warrants immediate action. Violations of this Article will result in the following actions:

First Violation - verbal notification to owner

Second Violation - official written notice to owner

Third Violation - withdrawal of registration privileges and removal of animal from the station.

### 3205 Privately Owned Vehicles

#### 1. Registration

a. All vehicles owned by personnel assigned to this station shall be registered at the Pass Office, Sabana Seca. An application for Automobile Registration, Annex G, will be submitted to the Pass Office to complete registration procedures. Bumper stickers will be affixed in accordance with regulations issued by the Pass Office.

b. Prior to being issued a permanent bumper sticker, personnel must present:

(1) Valid Puerto Rico Operators License

(2) Valid military, dependent or civilian employees identification card

(3) Vehicle registration and current license plate. An AACA (Automobile Accident Compensation Administration) sticker must be affixed to all rear license plates other than those of Puerto Rico. Commonwealth of Puerto Rico Act number 138, known as the "Automobile Accident Social Protection Act" provides for payment of an annual insurance premium by the owners of all motor vehicles operated on the public highways of the Commonwealth of Puerto Rico, including military personnel. This insurance is required for all vehicles operated in Puerto Rico.

(4) Bicycles are exempt from all the above except for registration.

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(5) Owners of two or three wheel motor vehicles must also present evidence of satisfactory completion of a Defensive Driving course and the motorcycle supplementary course. (See paragraph 5a of this Article)

c. All operators of private motor vehicles shall obtain a Puerto Rican driver's license within 120 days of their arrival on the island and carry this document on their person while driving.

d. Bumper stickers issued to active duty military personnel will remain current for the duration of their tour of duty or for the duration of their current enlistment, whichever is earlier, plus ninety days.

e. If a person desires to sell his vehicle, he must bring his effective automobile registration to the NAVSECGRUACT Legal Yeoman to complete a "Bill of Sale". After the "Bill of Sale" is completed, but before it is notarized, the seller must turn in his Military Decal and Radio Frequency Suppression Decal to the Pass and Security Office at which time the Security Chief or his representative will initial the Bill of Sale. If the person buying the car is a military member attached to this Command, he should register the vehicle in his name, at this time. The Bill of Sale should then be returned to the Legal Yeoman where it will be notarized. The Legal Yeoman will provide the Pass and Security Office a copy of the Bill of Sale. If Bills of Sale are notarized by a Commonwealth of Puerto Rico Notary or by an Official at another military base, it will be the seller's responsibility to inform the Pass and Security Office. In either case it will be the seller's responsibility to remove the decals from the vehicle. In addition, any changes in registration, or any other change in vehicle information shall be reported immediately to the Pass and Security Office.

2. Vehicle Passes. Privately owned motor vehicles without military decals may be issued the following passes:

a. Temporary Pass. Issued by the Pass Office for a period not to exceed 120 days in lieu of a permanent military decal. A temporary pass shall be returned to the Pass Office not later than the expiration date of the pass. An "On Base Parking Request/Pass" (Annex H) can be obtained from the Pass and Security Office for an individual whose vehicle is parked on base while awaiting proof of AACA. Permission may be granted by the Security Chief for a period not to exceed 21 days.

b. Parking Pass. Parking requests for the Auto Hobby Shop (See Annex I) are issued by the Auto Hobby Shop Attendant and must be brought to the Pass and Security Office for a parking permit (Annex H). The passes are issued for a period not to exceed 30 days and must be returned to the Pass Office not later than the expiration date.

3. Traffic Regulations. Commonwealth of Puerto Rico traffic regulations apply on board this Command and form the basis for the following command traffic code.

a. Speed Limits. Maximum speed permitted at the Support Site is 15 MPH, unless otherwise posted - speed limit is 30 MPH on access roads in North Tract, unless otherwise posted.

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b. Signals. Drivers will give proper and timely hand/electrical signals to indicate their intentions.

c. Traffic Signs. Signs indicating "Stop", "Yield", etc., will be obeyed by all persons operating vehicles at this Command. A full and complete stop of forward motion will be made at all "Stop" signs.

d. Right of Way

(1) Military formations and processions have the right of way over all vehicular traffic. The speed limit when passing a formation is 5 MPH.

(2) Vehicles entering main streets from a lesser artery shall yield right of way to traffic on the thoroughfare being entered.

(3) All outgoing traffic on access roads at the Operations Site has the right of way; all incoming traffic shall fall into designated areas and stop until outgoing traffic is clear.

(4) At the sounding of the fire or emergency vehicle siren, all traffic will pull to the right of the road and stop, taking care not to block any street. Traffic will not proceed until it is evident that the emergency vehicle has passed.

e. Parking

(1) Vehicles will be parked so as to permit free exit of other parked vehicles.

(2) Vehicles will not be parked within 15 feet of a fire hydrant; so as to obstruct traffic; adjacent to curbing which has been painted yellow; or in an area which has been designated as individual parking.

f. Lights. Vehicles driven after dark are required to use headlights and red taillights which are in good operating condition. High beams will be lowered when meeting another vehicle.

g. Crowding. Excessive crowding, including riding on the running board or hanging on the side or rear of a vehicle, is prohibited.

h. Restricted Area. Vehicles shall not enter the Family Housing area unless driven by an occupant of quarters, bona fide visitors, persons on official business or authorized vendors or taxis on legitimate trips.

i. Reckless Driving. Road conditions, visibility, and traffic conditions will always be considered in the operation of a vehicle. The following will be observed:

(1) Keep to the right hand side of the road, except when making a left hand turn or when passing a vehicle going in the same direction. Passing on a curve is prohibited.



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(2) Refrain from making excessive noises such as honking of horns or the backfire of exhausts. Mufflers must be in good condition. Excessively noisy vehicles (including two-wheeled vehicles) may be denied entrance to the base.

(3) Do not follow another vehicle too closely.

(4) No vehicle may pass a school bus in either direction while passengers are loading or unloading.

(5) The driving of vehicles (less bicycles) on lawns or sidewalks is permitted only for emergency vehicles.

#### 4. Vehicle Regulations

a. No person shall, without proper authority, operate, tamper with, or in any way damage a vehicle which is not his property.

b. Operators of motor vehicles (less mini-bikes) will have in their possession a valid stateside or Puerto Rican drivers license.

c. Should investigation of any accident involving the operations of a vehicle on this Command indicate indulgence in intoxicating beverages or drugs to a detrimental degree, the operator shall have all driving privileges permanently revoked.

d. The owner of a vehicle is responsible for injuries to persons or property which are caused by the operation of such vehicle.

e. Seat belts will be worn by all operators and passengers of U. S. Government vehicles, when so equipped.

#### 5. Special Regulations for Two or Three Wheeled Vehicles (less bicycles)

a. Operator's Certification. Operators of two or three wheeled motor vehicles (including mini-bikes) are required to present evidence of satisfactory completion of a Defensive Driving course and the Motorcycle Supplementary course, prior to being issued a base decal. These two courses are offered periodically at Fort Buchanan. Operators may be issued a temporary decal before passing the two courses, but must take the two courses as soon as possible thereafter.

b. Protective equipment required for personnel desiring to obtain and to maintain a base decal.

(1) Full head helmet of any color which covers the lower back part of the head with chinstrap fastened and goggles. OPNAVINST 11200.5 series requires operators and passengers of motorcycles to wear approved protective helmets, and eye protection devices.

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(2) Full length trousers.

(3) Leather shoes, preferably boots.

c. In addition, the following measures are strongly encouraged or required at all times when operating two or three wheeled motor vehicles.

(1) Wear gloves and long sleeve jackets with reflector tape on back and sleeves. Also utilize reflector tape on helmet and cycle.

(2) OPNAVINST 11200.5 series requires motorcycles to be operated with headlights on at all times.

(3) No more than one person shall ride any two or three wheeled motor vehicle unless the vehicle is basically configured to carry more than one person and is equipped with footsteps and a handle for the passenger.

d. Passengers are governed by the same regulations as the operator except that a driver's license and goggles or face shields are not required.

e. Inspections. Inspection of two or three wheeled motor vehicles will be conducted at the time the permanent base decal is issued. Cycles failing this inspection will not be issued a decal. Operators may have their cycles reinspected upon correction of discrepancies.

f. Mini bikes will not be operated on the street or sidewalks of this Command unless they have been licensed as a motorcycle. Mini-bikes may be ridden on the go-kart track and off the road in the woods west of Stone Road Gate.

6. Bicycles. Bicycles are subject to traffic and passenger regulations as they logically pertain. Bicycles shall be registered at the Pass Office

7. Searching of Vehicles. All persons operating vehicles at this Command do so with the understanding that the vehicle is subject to search upon entering or leaving the Command. The owner of the vehicle must assume full responsibility for the contents of the vehicle. Searches will be conducted only in accordance with NAVSECGRUACTINST 5570.1.

8. Enforcement of Regulations. Traffic regulations as defined herein will be enforced. The Command Duty Officer, Officer of the Day, Chief Master-At-Arms, Security Chief, and members of the Security Force are authorized to issue tickets.

9. Traffic Court. Any offender of traffic regulations will appear at Traffic Court on the date specified on the ticket. Traffic Court will be conducted weekly by the Executive Officer. Annex K will be used as a guide in conducting Traffic Court.

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10. Infraction of Regulations. The privilege of operating a vehicle at this station may be suspended by the Commanding Officer or the Traffic Court Officer for infraction of the regulations prescribed.

3206 Weapons. A weapon is defined as any rifle, pistol, shotgun, pellet gun, air gun (CO2 type), hunting bow and arrow.

1. All weapons will be registered with the Security Chief. Registration certificates (Annex K) may be obtained at the Security Office and will be completed in duplicate. After being signed by the Security Chief, the original will be returned to the owner and the duplicate filed in the Security Office. Owners will notify the Security Chief when weapons are permanently removed from the station.

2. Personnel living in the UPH will turn in their weapons to the Station Armory for storage and safekeeping. Weapons may be checked out during working hours for recreational use.

3. Personnel residing in Family Housing aboard the Command may keep their weapons in their quarters. Firearms will be stored in a dismantled condition.

4. Personnel desiring to keep their weapons in private quarters, off station, must register them at the Police Headquarters in San Juan. Pending approval by the local government, the weapon(s) must be turned in to the station armory for storage and safekeeping.

5. All recreational use will be accomplished in authorized areas. The introduction of personal weapons into government buildings is strictly prohibited.

6. Failure to observe these regulations will result in denial of the privilege of maintaining personal weapons on this station.

7. Military personnel are responsible for the actions of their dependents and will insure that this Article is observed by them as well.

3207 Library Regulations. The command library, which is located on the first floor of Unaccompanied Personnel Housing C, is a function of the Administrative Department. The Administrative Department Head serves as the Library Officer for the Command. Questions concerning the library and its operation may be directed either to the Librarian (ext. 299) or the Administrative Department Head (ext. 254).

1. Hours of Operation. With the exception of Thursdays and holidays, the Library is open as follows:

Monday:	1130-2000
Tuesday:	1130-2000
Wednesday:	1130-2000
Friday:	1130-2000
Saturday:	1130-2000
Sunday:	1400-1800

(The library will be closed 1430-1530 Monday thru Saturday.)

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2. Authorized Personnel. The following personnel assigned to the Command are authorized to use the command library:

- a. Military members and federal employees.
- b. Dependents of military members. The sponsor shall assume responsibility for dependents' compliance with library regulations.
- c. Accompanied guests of military members. Guests may not borrow library material.
- d. Reservists assigned active duty for training. Material checked out must be returned to the librarian two days prior to departure.
- e. A limited number of retired personnel with a formal or informal affiliation with this Command.

### 3. Loan Regulations

- a. Books may be reserved by patrons on request; however, books so reserved must be checked out within 72 hours after the librarian notifies the requesting patron that the book is available.
- b. All books will be checked out in the name of the sponsor (a military member or Federal employee). Patrons must register with the librarian on forms provided.
- c. Books will become due on the 15th or 30th of each month. Borrowers wishing to renew a book will bring it to the library for a date change and a new signature. Books may be renewed as long as they are not being held on reserve by other patrons.
- d. Current magazines and daily newspapers are to remain in the Library. Reference books and encyclopedias may be loaned for a period of 24 hours. Back issues of magazines may be borrowed for 5 days.

4. Overdue Notices. Materials which are not returned on or before the date due become overdue. Overdue notices to remind personnel of their delinquency shall be sent as follows:

FIRST NOTICE - Forwarded by Librarian 7 working days after materials are due.

SECOND NOTICE - Forwarded by Librarian 5 days after First Notice.

THIRD NOTICE - Forwarded by Administrative Department Head to the appropriate Department Head 5 working days after the Second Notice.

If the material is not returned after the third notice, or an explanation for failure to return the book is not received by the Administrative Department Head within seven days, a report will be submitted to the Commanding Officer for appropriate action.

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5. Reimbursement Procedures. When materials in circulation are lost, damaged, or destroyed by means other than natural disasters and like incidents, persons responsible shall replace the lost materials or reimburse the government for the value of the materials. This may be done by check, by money order, or through a withhold-from-pay procedure at the option of the individual. Regardless of the method of payment, the money becomes that of the Department of the Treasury, and is not immediately available to replace the materials lost. Money collected should be turned over promptly to the Supply and Fiscal Officer for deposit, and should be recorded on a DD Form 1131, "Cash Collection Voucher". Checks should be made out to U. S. Naval Security Group Activity, Sabana Seca.

6. Use of Music Room. The use of the music room and related stereo equipment shall be limited as follows:

- a. All eligible patrons sixteen years or older may use the stereo equipment.
- b. Stereo headphones shall be checked out from the librarian on duty.
- c. A maximum of five records or cassettes may be checked out for a period of 5 days. Patron must be over 16 years of age.

7. Use of Reading Room. The reading room is reserved as a place for quiet study. Due to the limited space, it is designated as a No Smoking area. The room may also be authorized for classroom-type instruction or as a meeting place for command organizations, subject to prior coordination with the Librarian.

12 JAN 1983

DAILY ROUTINEWEEKDAYSAT/SUN  
HOLIDAY

Breakfast	0600-0730	0600-0800
Convoy Departs Support Site	0700	0700
Commence Watch Relief	0715	0715
Sick Call, Military Personnel	0715-0815	
Commence Day Watch	0730	0730
Restricted Personnel Muster at Quarterdeck	0730	0730
Turn to, Commence Station Work for non-watchstanders	0730	
Convoy Departs Operations Site	0735	0735
First Call to Colors	0755	0755
Verbal Muster to Admin	0800	
Watchstanders Verbal Muster to OOD		
Morning Colors	0800	0800
Dental Walk In Clinic	0830-0930	
Catholic Mass (Sunday)		0930
Brunch		1030-1245
Protestant Worship Services (Sunday)		1100
Lunch	1115-1245	
Secure Station Work	1200	
Civilian Employees Resume Work	1230	
Sick Call, Military Personnel	1230-1315	
Military Personnel Resume Work	1300	
Dinner	1500-1700	1500-1700
Convoy Departs Support Site	1530	1530
Commence Watch Relief	1545	1545
Commence Eve Watch	1600	1600
Knock Off Station Work, Liberty	1600	1600
Commences for non-watchstanders		
Convoy departs Operations Site	1605	1605
Restricted Personnel Muster at Quarterdeck	1630	1630
Watchstander Verbal Muster to OOD	1630	1630
Evening Colors	Sunset	Sunset
Restricted Personnel Muster at Quarterdeck	2130	2130
Convoy Departs Support Site	2330	2330
Commence Watch Relief	2345	2345
Commence Mid Watch	0001	0001
Convoy Departs Operations Site	0001	0001
Watchstanders Verbal Muster to OOD	0030	0030

12 JAN 1983

MUSTER SHEET

From: \_\_\_\_\_

PRESENT	AUTHORIZED ABSENCES	TOTAL ASSIGNED	LEAVE	TAD	HOSP	UA
---------	------------------------	-------------------	-------	-----	------	----

Name and Rate	Leave	TAD	UA	HOSP	For TAD personnel, list where TAD. for UA list hours.
---------------	-------	-----	----	------	---

List personnel received since last muster report:

Name and Rate	Received from
---------------	---------------

List personnel dropped since last muster report:

Name and Rate	Transferred to/Dropped
---------------	------------------------

\_\_\_\_\_  
(Signature)

12 JAN 1983

PARADE DIAGRAM FOR PERSONNEL INSPECTION

ISLAND

PLATOONS

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
O

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
O

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
O

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX  
O

(AWARDEES)  
XXXXXXXXXX

(SELECTEES)  
XXXXXXXXXX

PODIUM

BATTALION COMMANDER

STEPS

DENTAL DEPARTMENT FRONT ENTRANCE

O = Presenting Officer



12 JAN 1969

From: Commanding Officer

To: \_\_\_\_\_

Subj: Notification of Restriction to Station

Ref: (a) Manual for Courts-Martial, 1969, Paragraph 20b

1. In accordance with reference (a), you are restricted to the limits of the U. S. Naval Security Group Activity, Sabana Seca, Puerto Rico. Until your status as a restricted man is terminated by the Commanding Officer, you will not leave the restriction limits except with the express permission of the Commanding Officer, Executive Officer or, in an emergency, the Command Duty Officer.

2. You will muster with the Officer of the Day on the Quarterdeck at 0730, 1630 and 2130 daily in the prescribed uniform of the day. If you are assigned a watch when a muster is required, you are responsible to ensure that your supervisor verifies your presence on watch with the Officer of the Day.

---

Commanding Officer's Signature

I understand the above order and the limits of restriction.

---

Restricted Man's Signature

Copy to:

OOD

CMAA

Marine Guard Officer

Restricted Man's Division

12 JAN 1983

From: Commanding Officer

To: \_\_\_\_\_

Subj: Notification of Restriction to Station and Withdrawal of Station Privileges

Ref: (a) UCMJ, Article 15  
(b) NAVSECGRUACTINST 1640.1E

1. In accordance with reference (a), you are restricted to the limits of the U. S. Naval Security Group Activity, Sabana Seca, Puerto Rico. Your status terminates at \_\_\_\_\_ on \_\_\_\_\_. Until that time, you will not leave the restriction limits except with the express permission of the Commanding Officer, Executive Officer, or, in an emergency, the Command Duty Officer.

2. You will muster with the Officer of the Day on the Quarterdeck at 0730, 1630, 2130 daily in the prescribed uniform of the day. If you are assigned a watch when a muster is required, you are responsible to ensure that your supervisor verifies your presence on watch with the Officer of the Day.

3. During the period of your restriction you are not to use the command Snack Bar, Enlisted Mess (Open), Movie Theater, Bowling Alley, or Consolidated Package Store.

4. In accordance with reference (b), you are prohibited from purchasing or drinking alcoholic beverages during this period of restriction.

\_\_\_\_\_  
Commanding Officer's Signature

I understand the above order and limits of restriction.

\_\_\_\_\_  
Restricted Man's Signature

Copy to:

OOD

CMAA

Marine Guard Officer

Snack Bar

Enlisted Mess (Open)

Movie Theater

Bowling Alley

Consolidated Package Store

12 JAN 1985

Date: \_\_\_\_\_

From:

To: Commanding Officer, U. S. Naval Security Group Activity  
Sabana Seca

Via: Public Works Officer (30)

Subj: Permission to Operate an Amateur or Citizens Band Radio Station on  
board the U. S. Naval Security Group Activity, Sabana Seca;  
request for

Ref: (a) NAVSECGRUACTINST 2070.1C

1. It is requested that I be granted permission to operate an (amateur)  
(citizens band) radio station on board the U. S. Naval Security Group  
Activity, Sabana Seca in accordance with reference (a). I have read,  
understand and agree to abide by the regulations contained in reference  
(a).

2. Call sign \_\_\_\_\_ Class of  
License \_\_\_\_\_

Expiration Date \_\_\_\_\_ Station  
Location \_\_\_\_\_

Power Input to  
Final(s) \_\_\_\_\_

A.C. Power Requirements \_\_\_\_\_ Volts \_\_\_\_\_  
AMPS \_\_\_\_\_

Operating  
Bands \_\_\_\_\_

Type of Antenna(e): (Include information concerning weight, type of  
mounting and number of  
elements. \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

Copy to:

Custodian, Amateur Radio Station KP4USN

12 JAN 1985

APPLICATION FOR AUTOMOBILE REGISTRATION

Please fill out this form and complete all information to avoid any misunderstanding and save time. \*\*PLEASE PRINT\*\*

\_\_\_\_\_  
Last name, first, middle initial      rank/rate      SSAN      no. assigned

\_\_\_\_\_  
Res. or home address      phone      dept      work phone      issue date

\_\_\_\_\_  
Vehicle (year, make, model, style, color)      motor no.      plate no.      exp. date

\_\_\_\_\_  
The car is registered at

\_\_\_\_\_

5512/4 (Rev 10/73)

\_\_\_\_\_  
Signature and date

\_\_\_\_\_

I, \_\_\_\_\_, would like permission to park my vehicle on board the station for a period not to exceed 21 days. I have a \_\_\_\_\_  
(year, make)

## Annex 4

13 JAN 1960

AUTO HOBBY SHOP PARKING REQUEST SLIP

I, \_\_\_\_\_ would like to park my automobile at the  
Auto Hobby Shop for a period not to exceed seven days, commencing

\_\_\_\_\_  
Date

I have a (make/model) \_\_\_\_\_ License number \_\_\_\_\_.  
I can be contacted at \_\_\_\_\_.

I understand and agree that:

1. The Morale, Welfare and Recreation Department is in no way responsible for damage to my car while so parked.

2. If I have not made an effort to repair my car during the above time allotted, this permit is not eligible for renewal. (This requirement may be waived if extenuating circumstances exist.)

3. After my requested time has elapsed and I have not applied for renewal or removed my auto, it may be towed away.

4. I will not hold the U. S. Government or any person involved in the disposal of my automobile liable in any way under civil law.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Requester

-----  
FIRST ENDORSEMENT

\_\_\_\_\_  
MWR Director

-----  
SECOND ENDORSEMENT

\_\_\_\_\_  
Security Officer

12 JAN 1983

SUSPENSION/REVOCATION OF DRIVING PRIVILEGES/POINT ASSESSMENT FOR MOVING  
TRAFFIC VIOLATIONS

<u>VIOLATION</u>	<u>REVOCATION/SUSPENSION</u>
a. Manslaughter (or negligent homicide by vehicle) resulting from the operation of a motor vehicle.	1 year revocation is mandatory on conviction.
b. Driving or being in actual physical control of a motor vehicle while under the influence of intoxicating liquor (.10% or greater).	Same as above
c. Driving a motor vehicle while a habitual user or under the influence of any narcotic or while under the influence of any other drug to a degree rendering him incapable of safe operation thereof.	Same as above
d. Any felony in the commission of which a motor vehicle is used.	Same as above
e. Fleeing the scene-death, personal injury. (Hit and Run).	Same as above.
f. Perjury or making a false affidavit or statement under oath to responsible officials or under law or regulations relating to the ownership or operation of motor vehicles.	Same as above
g. Unauthorized use of a motor vehicle belonging to another which act does not amount to a felony.	Same as above
h. Refusal to submit to chemical tests. (Implied consent)	6 months revocation is mandatory.
i. Commission of an offense for which mandatory revocation is required on conviction.	Suspension for a period of 6 months or less or revocation for a period not to exceed one year is discretionary.
j. Is incompetent to drive a motor vehicle, e.g. mental, physical impairment.	Same as above
k. Has committed an offense in another state which, if committed on the installation, would be grounds for suspension or revocation.	Same as above
l. Has permitted an unlawful or fraudulent use of an official drivers license.	Same as above

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- m. Has been convicted of racing on the highway. Same as sub-paragraph i.

POINTS ASSESSED FOR MOVING TRAFFIC VIOLATIONS

<u>VIOLATIONS</u>	<u>POINTS ASSESSED</u>
a. Reckless driving (willful and wanton disregard for the safety of persons or property).	6
b. Owner knowingly and willfully permitting another to operate his motor vehicle when physically impaired.	6
c. Fleeing the scene (Hit and Run - property damage).	6
d. Driving vehicle impaired (consumption of alcohol - more than .05% and less than .10%).	6
e. Speed contests.	6
f. Exceeded stated speed or speed too fast for conditions:	
1 to 10 MPH over posted speed limit	3
11 to 15 MPH over posted speed limit	4
Over 15 MPH but not more than 20 MPH over posted speed limit.	5
Over 20 MPH above posted speed limit	6
g. Speed too slow for traffic conditions.	3
h. Following too close.	4
i. Failure to yield right of way to emergency vehicle.	4
j. Failure to stop for school bus or school crossing signal.	4
k. Failure to obey traffic signals, traffic instructions of an enforcement officer or traffic warden, or any official regulating a traffic device requiring a mandatory stop, yield right of way, denial of entry, or required direction of traffic.	4



12 JAN 1983

1. Improper passing.	4
m. Failure to yield (no official sign involved).	3
n. Improper turning movements (no official sign involved.)	3
o. Improper overtaking.	3
p. Other moving violations.	3
q. Operating an unsafe vehicle.	2
r. Driver involved in accident is deemed responsible (used only as additive to points assessed for specific offense).	1

\*When two or more violations are committed on a single occasion, assessment of points will be for the one offense having the greater value.

- a. The Point System will not be used for non-moving violations.
- b. An advisory letter will be sent to the individual on accumulation of six traffic points within a 6-month period.
- c. Commander counseling or driver improvement interview of the individual on accumulation of more than six but less than 12 traffic points within a 6-month period. Counseling or interview should result in recommendations designed to improve driver performance.
- d. "Suspension" or "Revocation" as indicated above will constitute suspension or revocation of station decal, operator's permit (government or civilian) and permanent or temporary passes to the station.
- e. Military drivers of government vehicles in addition will be referred to the appropriate division officer for disciplinary action.
- f. Individuals whose driving privilege is suspended or revoked (including the accumulation of 12 traffic points within 12 consecutive months, or 18 traffic points within 24 consecutive months) will be notified in writing through official channels of the specific driving privilege withdrawal action. Except for the mandatory minimum or maximum suspension or revocation periods prescribed by this regulation, the determination of periods of suspension or revocation is the prerogative of the installation commander. The revocation of driving privileges based upon accumulation of traffic points shall be for a period of not less than 6-months. Ordinarily, a longer period of loss of driving privileges should be imposed on the basis of an individual's overall driving record to include frequency, flagrancy, and severity of moving violations and response to previous driver improvement measures. In any case, the individual shall be required to successfully complete a prescribed course in remedial driver training before the privilege is reinstated.

12 JAN 1983

g. Points assessed against an individual will remain in effect for point accumulation purposes for a consecutive 24-month period, or until separation from the service (not applicable in cases of immediate reenlistment, change of officer component, military retirement, and continuation of vehicle registration as retiree or reemployment as a civilian), or final termination of employment, whichever is sooner. The review of driver records in connection with deletion of traffic points should be accomplished routinely as records are required to be handled, i.e., to update data, to record new offenses, to forward to new duty stations, etc. The termination of a revocation period will, of itself, warrant the mandatory removal from the driver record of all points assessed prior to the driving privilege withdrawal action.

12 JAN 1983

PERSONAL WEAPONS REGISTRATION

Date: \_\_\_\_\_

Owner \_\_\_\_\_

Name, rank/rate, Social Security Account Number \_\_\_\_\_

is authorized to keep the following weapon in Armory/Quarters \_\_\_\_\_  
on board U. S. Naval Security Group Activity, Sabana Seca, Puerto Rico.  
Weapons description: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Security Chief

I have read and understand the provisions of U. S. Naval Security Group  
Activity, Sabana Seca, regulations concerning the possession of personal  
weapons.

\_\_\_\_\_  
Signature of Member

12 JAN 1983

Date \_\_\_\_\_

From: \_\_\_\_\_

To: Commanding Officer, U. S. Naval Security Group Activity,  
Sabana Seca, Puerto RicoSubj: Request for transportation via government aircraft under the  
Environmental and Morale (EML) Leave Program

Ref: (a) COMNAVFORCARIBINST 4630.1

1. It is requested that the following command sponsored individuals who are eligible under the provisions of reference (a) be authorized to travel space available via government aircraft from Naval Station, Roosevelt Roads to CONUS on or about \_\_\_\_\_ and return on or about \_\_\_\_\_.

<u>NAME</u>	<u>AGE</u>	<u>STATUS</u> (Sponsor, Dependent)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

a. I understand that confirmation cannot be made for return flight and I have sufficient funds to return by commercial flight if military flight is not available.

b. I understand I am authorized a maximum baggage of 2 pieces, total weight 66 pounds per person.

2. I further certify that I/my dependents not been afforded more than one other trip via air transportation under the EML Program during this calendar year.

\_\_\_\_\_  
Signature

